

# COLLEGE OF BOCA RATON



1988-1989  
CATALOG



Boca Raton, Florida



College of Boca Raton  
Boca Raton, Florida 33431  
(407) 994-0770



## Message from the President



The College of Boca Raton is a private institution which stands proudly on its philosophy of providing the highest educational standards while maintaining the responsibility of the individuals for developing their own talents and destinies.

Since college is as much an atmosphere as it is a place, our goal is to offer students an academic environment of excellence, physical facilities equal to the task, and student services and activities that will help assure well-rounded intellectual and social development. In return, we ask our students to understand our goal and to work with us to achieve it in all phases of campus life.

We care deeply about your welfare and welcome the opportunity to work with you in developing the skills and competencies for a career, as well as the personal values and commitments to guide you honorably in your daily living.

Education is not a commodity that can be purchased. It is a process which demands your wholehearted cooperation and determination. Ultimately, you are responsible for your own education at the College of Boca Raton. We are happy to provide the means. We pledge our best efforts, as you pledge yours.

A handwritten signature in black ink that reads "Donald E. Ross". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Donald E. Ross, President

## 1988-89 Table of Contents

I.	THE COLLEGE .....	4
II.	STUDENT LIFE .....	6
III.	ADMISSION .....	9
IV.	FINANCES .....	12
V.	FINANCIAL AID .....	17
VI.	ACADEMIC POLICIES .....	21
VII.	DEGREE PROGRAMS .....	29
VIII.	CONTINUING EDUCATION .....	31
IX.	COURSE DESIGNATION GUIDE .....	32
X.	CURRICULUM	
	DIVISION OF ARTS AND SCIENCES .....	33
	DIVISION OF BUSINESS .....	45
	DIVISION OF HOTEL, RESTAURANT, AND	
	TOURISM MANAGEMENT .....	55
XI.	COURSE DESCRIPTIONS	
	DIVISION OF ARTS AND SCIENCES .....	58
	DIVISION OF BUSINESS .....	78
	DIVISION OF HOTEL, RESTAURANT, AND	
	TOURISM MANAGEMENT .....	92
XII.	THE COLLEGE COMMUNITY .....	108
XIII.	ACADEMIC CALENDAR .....	119
XIV.	GENERAL INFORMATION .....	121
XV.	CAMPUS MAP .....	124

### Accreditation and Membership

The College of Boca Raton is accredited as a  
Level II institution by the Southern Association of Colleges  
and Schools and holds membership in:

American Association of Collegiate Registrars and Admissions Officers  
American Board of Funeral Service Education Inc.  
American Council on Education  
American Conference of Academic Deans  
American Library Association  
Association of Higher Education  
College Entrance Examination Board  
Council for the Advancement and Support of Education  
Florida Association of Colleges and Universities  
Florida Personnel and Guidance Association  
National Association of Intercollegiate Athletics  
National Association of College Admissions Counselors  
National Association of Student Personnel Administrators  
Southeastern College Art Conference

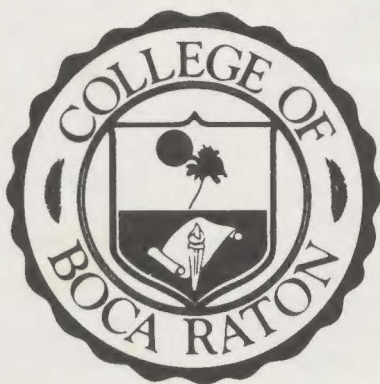
The College of Boca Raton admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## PHILOSOPHY

The College of Boca Raton seeks to promote the development of each student's intellectual, emotional, social, and moral capabilities. Students enter an academic environment with physical facilities and student activities which encourage personal growth. Each student is considered a unique individual with distinct goals. Aptitudes differ among students, and their achievements may differ. It is the College's purpose to develop aptitudes and promote achievement through recognizing and challenging individual potential. The College believes in offering programs of study that are career-oriented to give students the competence and confidence to assume useful and rewarding roles in society. However, the institution further believes that the college experience must do more than prepare students to earn a living. It must involve them in the crucial questions of human existence, identity, meaning, and personal values. Thus, the liberal arts remain basic to the curriculum. It is our obligation as an institution of higher learning, to provide academic programs that are meaningful, stimulating, and humanizing, in preparation for real life in a complex world.

Students in the College live in an environment where the values of group living and sharing are identified and learned. As an integral part of the community which surrounds us, and as a commitment to that community, the College frequently involves its students in programs and courses related to community organizations and industries.

The philosophy of the College is to dedicate all of its resources to students. The College cares deeply about student welfare and welcomes the opportunity to work with each individual student. The College of Boca Raton will have realized its purpose if all students will come to recognize and appreciate their potential, and acquire the knowledge, skills, and motivation to strive to live up to that potential.





# I. THE COLLEGE

## Location

The College is located in Boca Raton, on Florida's exclusive "Gold Coast." Boca Raton is one of the fastest growing cities in the country. Growth has been in major corporations such as IBM, Motorola, Siemens, Mitel, Sensor-matic, Burroughs, and Arvida, providing excellent opportunity for part-time and full-time employment. These corporations, along with others, acknowledge the tremendous economic potential that makes this area so desirable. Palm Beach is twenty miles to the north and Fort Lauderdale is twenty miles to the south. Greater Boca Raton is a city of 150,000, the second largest in Palm Beach County. The campus is only three miles from the beach. Easily accessible by car from Florida's Turnpike, I-95, US 1, and A-1-A, Boca Raton is serviced by the major airports of West Palm Beach, Fort Lauderdale, and Miami. The flight training facility is located at nearby Boca Raton Airport, an ideal field for private aircraft and charter flights.

## History

The College of Boca Raton is an independent, four-year coeducational institution. It was founded in 1962 by the Religious of Sacred Heart of Mary as Marymount College, a junior college for women. Since 1971, the College has been under the control of a lay board who continues to subscribe to the philosophy of the founders.

The College now offers both two- and four-year degree programs and a Master of Professional Studies - Eldercare

Administration. The College also offers a Continuing Education program. Over one thousand students from 38 states and 30 foreign countries are enrolled, as well as many adults and professionals in Continuing Education programs.

## Campus

The picturesque 123-acre campus (donated by the Arvida Corporation) is beautifully landscaped with a variety of tropical and semi-tropical plants and trees, including the swaying palms and stately pines. Five lakes reflect the natural beauty of the setting and the harmonious design of the architecture. All buildings have been constructed since 1963 and are completely air-conditioned.

The SCHMIDT COLLEGE CENTRE, named for Charles E. and Dorothy F. Schmidt, is a million dollar facility defining the entrance to the College. It includes the offices of the President, the Executive Vice President, the Vice President for Academic Affairs, Admissions, Institutional Relations, and Development.

The ACADEMIC CENTER, located at the north end of the campus, provides classrooms, science labs, and art studios. The two-story structure provides an academic atmosphere with all rooms opening onto a scenic courtyard.

The LYNN STUDENT CENTER includes the dining room, chapel, auditorium, and Colleetown, a recreation area which houses the bookstore, emporium, snack bar, post office, bank, and outdoor terrace for dining.

The **LANDGREN CHAPEL** is dedicated to the memory of Harold Landgren. Mass is celebrated here regularly and the Chaplain's office is adjacent.

The **LIBRARY**, built in 1969, serves as a total learning resources center. The collection is planned to reach 120,000 volumes and is supplemented by a wide array of audio-visual equipment and materials, including slides, film strips, records, and films. The building also houses the **DE-HOERNLE LECTURE HALL**, Business Office, Registrar's Office, and Computer Center. Three of the most up-to-date microcomputer classrooms contain IBM Personal Computers.

**TRINITY HALL** is a three-story residence hall accommodating 120 women and contains sitting and recreation areas. The Financial Aid Office is located in this building.

**PATTON HALL** houses 200 men in attractive two-student rooms. Four wings, each housing 50 students, help provide the experience of group living with personal responsibility. As in Trinity Hall, all residence halls are equipped with their own lounges, recreation areas, and resident proctor rooms. The Office of Student Services is in Patton Hall.

**WIXTED HALL**, constructed in 1967 and named for William G. Wixted, Dean Emeritus of the College, provides housing for 200 students. It also houses faculty offices.

The **MCCUSKER SPORTS COMPLEX** includes an outdoor pool for year round use, tennis courts, basketball courts, soccer and baseball fields, space for volleyball, and similar sports. Golf, polo, horseback riding, and bowling are available nearby. Various sports activities are available in the intramural program.





## II. STUDENT LIFE

Every phase of college life provides a learning situation wherein the student is guided toward wise decision making. While the College of Boca Raton gives primary emphasis to formal learning through instruction and study, it clearly recognizes that the student has many other needs - personal and social - for which it must provide. To serve these needs, the College offers a program of student services.

The student has ready access to educational and career guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership.

Within the Office of Student Services are the offices of the Vice President for Administration and Student Services, Dean of Students, Director of Counseling, Director of Student Activities, Director of Housing, Director of Athletics, Campus Chaplain, Director of Intramurals, College Nurse, Director of Financial Aid, Campus Security, Director of Housekeeping, and Director of Housing and Grounds.

### Counseling

Counseling at the College of Boca Raton aims to further the total development of each student. This accent on the individual implies a very definite interest in all phases of the life of the student whose academic, personal, and social welfare are of primary concern. The Director of Counseling, through the Counseling Center, is available to provide personal counseling on a private or group basis. Students' personal records related to counseling are maintained in strict confidence by the Director of Counseling. Students also are urged to consult their individual instructors, resident hall assistants, and appropriate members of the College community, all of whom are here to assist the student.

### Dean of Students

The Office of the Dean of Students is available to all students who need assistance in securing advice on college-related problems. The Dean is also responsible for

maintaining an open line of communication between staff, students, and parents.

### Orientation

An orientation period helps the student adjust to college life with as much ease as possible. This orientation familiarizes the new student with the College of Boca Raton's spirit as seen in its policies, and its operation as seen in its organizational procedures. It also gives the College an opportunity to know its students' needs and difficulties and to determine how it can assist them. Orientation for new students takes place before classes begin and includes a comprehensive tour of the Library to familiarize the student with contents and procedures.

### Residence Halls

The three residence halls, Trinity, Patton, and Wixted, provide full living accommodations for 520

students. The men's and women's halls each provide adequate facilities for entertaining guests and relaxing with friends. Each double room contains two Hollywood beds, two desks, chairs, bureaus, closets, bookcases, and a wash basin. All room accessories (drapes, rugs, bedspreads, lamps, etc.) are provided by the student. Public telephones are available in all residence halls. New students are assigned to rooms and roommates by the Housing Director who will make any adjustments necessary. Returning students choose their own rooms and roommates. Through the cooperative efforts of all, a living environment rich with the joys of friendship and sharing add a new dimension to the learning experience.

All students are subject to the regulations and guidelines in this catalog and in the Student Handbook.

Each living area in the residence halls has a Resident Assistant who is responsible for the overall function and operation of that area.

The primary responsibility of the RA is to build a community atmosphere among the students in each hall. They also have the authority to refer to Student Services any student who is found in violation of campus rules.

## **Health Program**

The objective of the Health Service Office is to assist each student in the maintenance of optimum health. The campus nurse works in conjunction with community medical services to provide adequate health care. The Health Office provides treatment for minor ailments. When further care is needed, referrals are made to local physicians and health care agen-

cies. A registered nurse is present in the Health Service Office. There are three full service hospitals located within a short distance of the College campus. The aim of Health Services is to care for the immediate health needs of the individual student and to promote the continuance of good mental and physical health habits. To enable us to reach this aim, we require that each student submit a Complete Medical Report before admission. This includes a health history, physical examination, and a record of immunizations.

## **Student Activities**

A program of activities complements the academic program. The student chooses those activities which will contribute most to enjoyment and growth - student government, service clubs, athletics, and numerous co-curricular organizations. For those whose interests are literary or managerial, there is a College newspaper and yearbook.

The College sponsors a number of cultural activities available to the local community as well as to students. Art exhibits and fashion shows, organized and implemented by students, are frequently held on campus. Varied social activities include beach parties, dances, international festivals, films, pool parties, sports days, intramural sports, award dinners, and informal entertainment in College-town.

Our location in Boca Raton permits students to take advantage of the extensive cultural offerings of nearby Palm Beach and Fort Lauderdale. Art galleries, symphony concerts, distinguished lecturers, and fine performances of the opera and ballet are available.



Whatever the individual's interest, from the fine arts to professional football to gourmet dining, all can be found in South Florida.

## **Athletics**

The College of Boca Raton is a member of the National Association of Intercollegiate Athletics (NAIA).

Intercollegiate athletic programs are open to all students in accordance with NAIA eligibility standards. Intercollegiate teams now active are men's soccer, baseball, golf, tennis, and women's golf, soccer, and tennis. In addition to intercollegiate sports, students are encouraged to participate in a wide range of intramural programs, including basketball, flag football, softball, tennis, and volleyball.

## **General Regulations**

The College regards its students as responsible young adults and allows them considerable personal freedom. The rules and regulations are firm, and violation of these rules may result in expulsion.

The possession or use of marijuana or any form of narcotic and/or hallucinogenic drug is expressly forbidden.

There are separate residence halls for the men and women with visitation privileges as specified by the College.

Absolutely no use of alcohol, regardless of age, is permissible in any public area in the residence halls or anywhere on campus. Students of legal age are permitted to use alcohol at special activities.

Violation of this policy will result in disciplinary action.

There is no formal curfew for students. However, the campus maintains a full security system. An atmosphere of quiet and consideration for others is expected particularly in the evening hours. No pets are allowed. RESIDENCE HALLS MUST BE VACATED DURING THE THANKSGIVING, CHRISTMAS, EASTER, AND SUMMER VACATIONS. In general the student's privacy is respected, but rooms may be entered and inspected to ensure proper maintenance and compliance with College regulations.

Automobiles are allowed on campus but must be registered with the Office of Student Services. Speeding, driving and/or parking on grass, and similar violations will result in fines and loss of the privilege of having a car on campus.

Damage to rooms in residence halls will be billed to the students occupying them. Damage to other areas of the campus, when the responsibility cannot be determined, will be charged to all students on a pro rata basis. Damage to or theft of property belonging to the College or to students will be reported to the Boca Raton Police Department for investigation.

The College of Boca Raton is a residential college and all freshman and sophomore students are required to live on campus except those who are living at home with their parents within commuting distance, and those who are married. Students in their junior and senior years may live off campus, if they so desire.

### III. ADMISSION

The College of Boca Raton welcomes applications from qualified men and women, regardless of race, religion, age, national origin, or physical handicap, who desire an education that will enrich their lives and equip them with skills to begin successful careers or professions.

#### Undergraduate Admission

All candidates for undergraduate admission must submit an official transcript of high school work, indicating graduation from a recognized high school, or must present formal evidence of completing high school requirements, such as the General Equivalency Diploma (GED).

Applicants are also required to take the Scholastic Aptitude Test (SAT) administered by the College Entrance Examination Board, or the ACT administered by the American College Testing Program.

In addition, a letter of recommendation from the high school guidance counselor is required. Great emphasis is placed on the recommendation, as the College recognizes the effect of determination and motivation on a student's performance in college and is anxious to give individuals the opportunity to prove themselves.

#### Procedure

1. Complete the application form and mail it to the Office of Admissions with the \$25.00 non-refundable application fee. Most students apply early in their senior year.

2. Request your school counselor to send a transcript of your grades and a letter of recommendation directly to the Office of Admissions. Your SAT or ACT scores may be included on your transcript or sent separately.

3. If it is possible for you to visit the College, please call or write to arrange for an interview and a tour of the campus.

4. As soon as your school records, test scores, and counselor's recommendation are received, the College will notify you of its decision. Upon acceptance, a deposit is required to reserve your place in the class. This deposit is non-refundable, but is credited to your account.

5. Final acceptance is confirmed when the College receives the final transcript confirming graduation from high school.

6. Applicants for the Bachelor of Science in Health and Human Services and the Specialist in Aging Certificate programs should provide the following: a) one additional letter of reference from previous employers, instructors, or others who are familiar with the applicant's ability to pursue coursework at the College of Boca Raton and b) a resume of work experience.

#### Transfer Students

Transfer students are welcome at the College, and every effort is made to make the transfer of credits as easy as possible. Transfer students should follow the general admission procedure outlined above. It is not necessary to submit a high school transcript if at least fifteen college credits have been successfully completed.



An official transcript from each college attended, along with a recommendation from the Dean of Students, is required. A form for the Dean's recommendation will be sent to the candidate as soon as the application is received.

In general, transfer credit will be granted for all work completed in similar courses with a grade of "C" or better at other accredited colleges.

## **Early Admission**

Students who wish to enter college directly after the eleventh grade may apply for early admission if their guidance counselor recommends such action. They must arrange with the high school to receive a high school diploma when they complete one semester (or one year) of college. They should apply early in the eleventh grade.

## **International Students**

The College of Boca Raton is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll. Applicants will be asked to furnish proof that they can read, write, and speak English fluently. Such proficiency may be shown as a Test of English as a Foreign Language (TOEFL) which is administered by the College Board, or by the Michigan Test of English Language Proficiency.

All transcripts of previous academic work must be translated into English before they are sent to the College.

Students admitted to the United States on a student visa must be full-time students and may not

engage in off-campus employment without written permission of the U.S. Immigration authorities. Because no federal financial aid funds are available to international students, they must be prepared to pay full fees as listed in this catalog. They must also be aware that the campus is closed during vacation periods, and they must provide for their own off-campus housing at such times. The Coordinator of Academic Advising and Foreign Student Counseling will assist international students in adjusting to life on an American college campus.

## **Advanced Placement and CLEP**

The College of Boca Raton participates in the Advanced Placement Program and grants credit for knowledge and skills acquired outside of formal classroom experience. High school students who have taken the Advanced Placement tests and scored 3 or higher may earn both credit and placement in a higher level course.

College credit may also be earned by taking the College Level Examination Program (CLEP) test. Students may earn up to 30 credits from the General Examination and meet all the requirements of the freshman year. Information may be obtained by writing to CLEP, Box 1821, Princeton, New Jersey 08540.

## **Graduate Admission**

All candidates for graduate admission must have graduated from an accredited institution of higher education and hold at least the Bachelor's degree. Applicants are eligible only for graduate level



admission to the Division of Health and Human Services coursework.

Candidates for graduate admission must submit an official transcript of undergraduate work, indicating receipt of the Bachelor's degree from an accredited institution. In addition, official transcripts of all coursework completed beyond the Bachelor's degree is required to be submitted.

Applicants are also required to take the Graduate Record Examination (GRE) and submit the official scores.

Two letters of recommendation from professionals in the Health

and Human Services field who are familiar with the applicant's ability to pursue graduate level coursework are required, in addition to a resume of work experience.

The completed application form, accompanied by the \$25.00 non-refundable application fee, must be submitted to the Office of Admissions at the College.

In addition to the above, candidates are required to complete a personal pre-admission examination, as arranged by the Division of Health and Human Services.



## IV. FINANCES

### Financial Regulations

All student charges must be paid in full before the student is allowed to register or attend classes. ALL STATEMENTS OF ACCOUNT ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT. Since the College incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from tuition and fees be assured in order to plan and maintain these services over the entire year. For this reason, it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance. Furthermore, the College will not grant a degree, issue transcripts, or release semester grades until all financial obligations have been satisfied.

### Tuition and Fees

Tuition	\$8,500 per year
Room (\$2,000) and Board (\$1,800)	3,800 per year
Service Fee	200 per year
Total	<u>\$12,500 per year</u>

### Payment of Fees

A PARENT AND/OR STUDENT MAY ELECT TO MAKE A SINGLE PAYMENT FOR THE ENTIRE ACADEMIC YEAR.

### Dormitory Student

Tuition Deposit	\$ 200
Residence Hall Deposit	300
Service Fee	200
Balance Due	<u>11,800</u>
	\$12,500

### Day Student

Tuition Deposit	\$ 200
Service Fee	200
Balance Due	<u>8,300</u>
	\$8,700

FOR THOSE ELECTING TO PAY PER SEMESTER, THE SCHEDULE IS AS FOLLOWS:

### Dormitory Student

Tuition Deposit	
First Semester	\$ 200
Residence Hall Deposit	
First Semester	300
Balance Due Before	
First Semester	<u>5,850</u>
	\$6,350

Tuition Deposit	
Second Semester	\$ 200
Residence Hall Deposit	
Second Semester	300
Balance Due Before	
Second Semester	<u>5,850</u>
	\$6,350

### Day Student

Tuition Deposit	
First Semester	\$ 200
Balance Due Before	
First Semester	<u>4,250</u>
	\$4,450

Tuition Deposit	
Second Semester	\$ 200
Balance Due Before	
Second Semester	<u>4,250</u>
	\$4,450

The additional \$100 per semester is a deferred payment charge required for the two (2) semester payment schedule.

**NOTE: ALL TUITION DEPOSITS, SERVICE FEES, DEFERRED PAYMENT CHARGES, AND LAB FEES ARE NON-REFUNDABLE.**

THE COLLEGE RESERVES THE RIGHT TO CHANGE, WITH OR WITHOUT NOTICE, ANY OF THE FEES PRINTED IN THIS CATALOG AND INCREASES SHOULD BE EXPECTED IN SUBSEQUENT YEARS.

### **Part-Time Students**

Tuition: \$125.00 per credit hour  
(Part-time students may not register for more than 8 hours in any semester.)

### **Credit by Examination**

\$60 per credit hour  
(Credit earned through CLEP scores, work experience, studies in military service, etc. are in this category.)

### **Late Registration**

Approval must be obtained from the Vice President for Academic Affairs in all cases of late registration. A fee of \$25.00 will be charged for late registration.

### **Overloads**

Regular College tuition is for 9 to 16 credit hours per semester with a five course load. Students taking more than 16 credit hours per semester with a five course load will be charged for the additional credit hours per semester at the rate of \$125.00 per credit hour. Students taking more than five courses per semester will be charged for ALL credit hours assigned to that additional course(s).

### **LEAP (Learning Enrichment Advancement Program)**

Students enrolled in the Learning Enrichment Advancement

Program (LEAP) are charged a fee of \$950.00 per semester (\$1900.00 per year) in addition to the regular College tuition charge. LEAP is a one-year program and it is understood that a student enrolls for the entire academic year.

### **ACCESS Program**

Students enrolled in the ACCESS program are charged a fee of \$695.00 per semester in addition to the regular College tuition charge. This is an optional program.

### **Laboratory Fees**

\$30 - \$100

Laboratory fees are charged for use of computer labs and certain other lab courses and texts as listed in the course descriptions and semester class schedules. Lab fees are non-refundable.

### **Graduation Fee**

A graduation fee of \$90.00 applies to ALL graduates and represents each graduate's share of expenditures related both to the individual graduate and to the graduating class. Included are costs pertaining to record verification, transcripts, diploma, commencement ceremony, and activities.

### **Private Rooms**

A limited number of private rooms is available on a first-come, first-served basis. Students interested in living in a private room must indicate their desire to the Office of Student Services. Private room charges are \$1000.00 per semester in addition to the normal room charges and are payable in advance. If a private room is not available, refund of the private room charge will be made.



## **Meals**

Nineteen meals are served each week except during Thanksgiving, Christmas, Easter, and other such holiday periods. All residence halls and dining facilities are closed during vacation periods.

## **Books**

Textbooks may be purchased in Colleetown on a cash basis only. Other school and personal supplies are also available there.

## **Student Insurance**

The College has incorporated a group plan for accident insurance. The College of Boca Raton assumes no responsibility for loss or damage to the personal property and effects of students. If students desire insurance protection for their personal effects, they should obtain coverage in conjunction with their parents' insurance or from an independent source.

## **Automobiles**

Students may have their own automobiles on campus provided they are registered in the Office of Student Services.

## **Laundry**

Coin operated laundry machines are available on campus. Students are to provide their own towels and linen.

## **Damage Responsibility**

Students are responsible for their rooms on campus. Damage to rooms and public areas of the dormitories and campus are assessed based on individual, joint, or group responsibility. The Col-

lege always attempts to identify those individuals responsible for damage or vandalism. When this is not possible, all students must bear an equal portion of the cost and responsibility. Deductions are also made to cover delinquent infirmary/medical charges.

## **Check Cashing Services**

The College bookstore handles student check cashing. Hours are posted in Colleetown. The maximum amount permitted is \$50.00 per check per day per student. A fee of \$20.00 is charged for a check returned for any reason. Returned checks are not redeposited. The privilege of having checks cashed will be revoked after one check is returned. Students must present their I.D. card when cashing a check. No third party checks will be honored.

## **Dismissal**

The College reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of the rules of the College or for any other reasonable cause. In view of the foregoing and since the College must make its financial commitments for the entire academic year, no reduction or refund of fees will be made in cases of dismissal or suspension of a student.

## **Withdrawal**

Notification of withdrawal from the College for any reason must be made to the Registrar's Office by filing the formal Request for Withdrawal form with the required signatures. Student ID's must be returned to the Business Office at this time.

## Refund policy

In cases of withdrawal from the College, a properly filed Request for Withdrawal form establishes the date to which the College refund schedule applies. It is also the responsibility of the student to make a written refund request to the Business Office before refunds will be made.

**REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL SEMESTER CHARGES PAYABLE, AFTER DEDUCTIONS FOR NON-REFUNDABLE DEPOSITS AND OTHER NON-REFUNDABLE FEES SUCH AS LAB FEES, SERVICE FEES, AND DEFERRED PAYMENT CHARGES.**

When a student has been awarded financial aid, the financial aid program from which the funds were disbursed will be refunded to the appropriate agency in accordance with a formula required by federal regulations. Priority will be given to the following federal student aid programs under Title IV: SEOG, Perkins Loans, PELL, GSL, and state grants.

This policy may result in a financial obligation to the College which is payable at the time of a student's withdrawal.

## Calculation of Refundable Amounts

**TUITION:** prior to the date publicized as the first day of classes, 100 percent; within seven (7) days from the first day of classes, 75 percent; within fourteen (14) days from the first day of classes, 50 percent; within twenty-five (25) days from the first day of classes, 25 percent; after twenty-five days from the first day of classes, NO REFUND.

**ROOM CHARGES:** prior to the date publicized as the arrival date for the new students, 100 percent; after that date, NO REFUND.

**BOARD CHARGES:** prior to the date publicized as the arrival date for new students, 100 percent; from the arrival date of new students to the date publicized as the first day of classes, 80 percent; within seven (7) days from the first day of classes, 75 percent; within twenty-one (21) days from the first day of classes, 50 percent; within thirty (30) days from the first day of classes, 25 percent; within forty-five days from the first day of classes, 10 percent; after forty-five (45) days from the first day of classes, NO REFUND.

## Flight Training Expenses

Students who elect the Flight Option will receive their ground-school instruction as part of the regular curriculum (Flight I-II-III). Flight training is conducted at nearby Boca Raton Airport through Boca Flight Center, a training facility approved by the FAA. Expenses related to flight training are not included in the regular tuition/fee structure. Flight training expenses are paid directly to Boca Flight Center. A minimum prepayment of \$700.00 for flight training will be required prior to the start of the Flight Option. Contact the Flight Department for questions regarding Flight Option expenses.

The following outlines are reasonable estimates of the costs incurred as a flight student progresses through the private, commercial, and instrument ratings. The costs are based upon current flight instruction and aircraft rental rates (Cessna-152), and are subject to change without no-



tice. Students may elect to utilize a Piper Warrior at a slightly higher hourly rate.

### Private Pilot

Minimum FAA Requirement (Part 141)	35 Hours
Approximate Cost	
20 Hours Dual (C-152)	\$1,320.00
15 Hours Solo (C-152)	615.00
<b>Total*</b>	<b>\$1,935.00</b>

\*Cost will vary depending on student's demonstrated ability. A majority of student pilots are able to solo after 12-15 hours of dual instruction. Add approximately \$500.00 for medical, flight tests, and miscellaneous supplies.

### Instrument Rating

Minimum FAA Requirement (Part 141)	35 Hours
Flight Instruction	\$3,045.00

(PA 28)

125 Flight Hours (includes time logged for private pilot rating and instrument flight instruction) approximate additional cost	3,300.00
<b>Total</b>	<b>\$6,345.00</b>

### Commercial Rating

Minimum FAA Requirement (Part 141)	190 Hours
(includes time already logged)	
Approximate Additional Cost	
45 Hours Solo	\$1,700.00
20 Hours Dual*	2,040.00
(*Retractable Gear Aircraft)	
<b>Total</b>	<b>\$3,740.00</b>

The curriculum lists Flight I-II-III in the first three semesters. Students are not bound by this schedule, and may complete their ratings' requirements at any time prior to graduation.

## V. FINANCIAL AID

The College of Boca Raton participates in most Title IV financial aid programs. The purpose of these programs is to supplement the resources of the applicants and their families. All financial aid awards are made on the basis of need and all applicants must file a financial statement showing the family's resources. The financial aid available is limited and applicants are encouraged to apply as early as possible (preferably by February 15 for entrance the following academic year). Tentative awards are made when the student has filed all the required forms and the analysis of need has been received from the American College Testing Program (ACT). Aid is generally awarded in a combination of loan, employment, and/or grant. Students are also encouraged to apply for any state grants or loans which are open to them and to investigate educational loans from local banks.

### Standards of Satisfactory Academic Progress for Financial Aid

Financial aid is awarded contingent upon the recipient's maintaining satisfactory academic standing and normal progress toward a degree. Students are placed on financial aid probation if they drop below a 2.0 cumulative grade point average after their first semester. Students must obtain a cumulative 2.0 grade point average by the end of the second semester. If the students have completed their second academic year of attendance at this College, they must maintain a 2.0 cumulative grade point average at all times to retain their Title IV funds. There will not be a probationary semester.

Students receiving the Title IV funding must complete their associate degree programs within three (3) academic years (i.e., six regular semesters). Students receiving Title IV funding must complete their bachelor degree programs within five (5) academic years (i.e., ten regular semesters). Students receiving Title IV funding must successfully complete a minimum of nine (9) semester hours during each regular semester if they are full-time students (i.e., 12 credit hours or more).

Students receiving Title IV funding must successfully complete a minimum of six (6) semester hours during each semester if they are three-quarter time students (i.e., 9-11 credit hours).

Students receiving Title IV funding must successfully complete a minimum of three (3) semester hours during each regular semester if they are half-time students (i.e., 6-8 credit hours).

Students may appeal these standards if there has been undue hardship. Appeals must be directed to the Financial Aid Office.

In addition, certain financial aid programs require special academic achievements for renewal as follows:

*Presidential Scholarship* - 2.75 term grade point average each semester.

*Athletic Scholarship* - 2.0 cumulative grade point average

*Florida Programs* - 2.0 cumulative grade point average, 24 credit hours during two semesters, and 2.0 previous term grade point average. (Students may receive Florida aid if they have one previous term below 2.0. Florida aid will be terminated for two previous terms below 2.0.)

The standards of satisfactory academic progress apply to the following programs:

- Pell Grant
- Supplemental Educational Opportunity Grant
- Perkins Loan
- Guaranteed Student Loan
- Supplemental Loan for Students
- Parental Loan for Undergraduate Students
- College Work Study Programs

## **The Florida College Level Academic Skills Test (CLAST)**

Florida residents who are upcoming juniors must pass the CLAST before earning 60 credit hours towards their degree to receive an award from any of the Florida programs.

## **Withdrawal and Refund of Aid to Financial Aid Accounts**

If a student withdraws from the College of Boca Raton and the withdrawal results in cancelled charges of tuition, fees, room, and board, and if financial aid has been used to pay all or any portion of the charges, the federal financial aid programs from which the funds were disbursed will be refunded to the appropriate agency in accordance with a formula required by federal regulations. This policy may result in a financial obligation to the College which is payable at the time of withdrawal.

## **Procedure**

1. Any accepted applicants for admission who indicate on their applications that they are seeking financial aid will be sent a Family Financial Statement (FFS).

2. The FSS must be completed and returned to the American College Testing Program. ACT will process this form and send the College a report on what the family can be expected to contribute to the educational costs.

3. Students should make sure that their transcripts and recommendations are on file at the College since no financial aid decisions are made until a student has been accepted.

4. When students have been accepted and the financial analysis has been received from the American College Testing Program, the

College will determine the financial aid award and notify the students. If students wish to accept the award, they must notify the College within 15 days and submit a non-refundable deposit. This deposit is credited to their account.

5. No federal financial aid is available to international students. However, publications are available in the Financial Aid Office regarding grants and scholarship opportunities for non-citizens.

## **Type of Awards**

Applicants do not apply for the various types of awards individually. The College will determine the types and amounts of awards from the amount of aid available in the various programs and the family's expected contribution.



### **Pell Grant and Supplementary Educational Opportunity Grant (SEOG)**

The Pell Grant is a federal aid program for those with substantial need. The grant may be worth up to \$2,100 a year depending on the family's resources and the federal funds actually available. The Family Financial Statement (FFS), which the College requires for its aid program, is also used to determine eligibility for the SEOG Grant, so students do not have to file a separate application for this award. The Supplementary Grant provides additional assistance to those with severe need who cannot meet college costs with the other forms of aid.

### **Perkins Loan (formerly NDSL)**

The Perkins Loan program provides low interest loans to students who demonstrate need. Repayment of the loan begins nine months after the student ceases to be at least a half-time student. The College will allocate these loans to those who are most eligible.

### **College Work Study**

Under this program, students are assigned jobs on campus depending on their financial need and the availability of funds.

### **Guaranteed Student Loan (GSL)**

A GSL is available to students who demonstrate financial need. The maximum allowed for the first two years of undergraduate study is \$2,625 per year and after two years, it is \$4,000 per year. Eligibility is based on other sources of financial aid received and a parental contribution factor. Students may apply for this loan through a bank in the state in which they are

considered a resident. The College may help by directing them to a participating lender.

### **State Grants and Loans**

Most states have grant and loan programs for state residents which may be used to attend out-of-state colleges. Investigate these through your high school guidance office or contact the Department of Education in your state capital.

### **Parental Loan for Undergraduate Students (PLUS)**

#### **Supplemental Loan for Students (SLS)**

These loans are not based on financial need but must be within the cost of attendance determined by the College. The maximum interest rate is 12%. The amount a parent or an independent student may borrow is \$4,000 per year. Applications may be obtained at any lending institution. The College may also help by directing students to a participating lender.

### **Education Loan Programs**

Parents who prefer to meet educational costs out of monthly income may do so through the programs of several educational loan companies such as:

#### **TERI Supplemental Loan Program**

Educational Resource Institute  
330 Stuart Street, #300  
Boston, MA 02116  
1-800-255-TERI

Collegeaire  
PO Box 723355  
Atlanta, GA 30339  
1-404-822-1651

The Tuition Plan  
Concord, NH 03301  
1-800-258-3640

### **Veterans' Benefits**

The College of Boca Raton is approved for Veterans Training.

### **Florida Tuition Voucher**

Students who are residents of Florida for at least two years, and meet the academic and College Level Academic Skills Test requirements may be eligible to receive from \$850 to \$1,000 an academic year from the State of Florida. Contact the College Financial Aid Office for an application form and further requirements.

### **Institutional Scholarships**

*Presidential* - applicants who are worthy of scholarship consideration and in need of financial assistance should submit a nomination for a Presidential Scholarship. Forms may be obtained from the College's Admissions Office. Nominations will be considered by the Scholarship Committee. Awards average \$1,000 a year.

*Athletic* - Athletic scholarships are available in men's soccer, baseball, tennis, and golf, as well as women's soccer, tennis, and golf. Awards range from \$1,000 to

\$12,300 per year. Students must contact the Athletic Director for further information.

Current tax law may require that all or part of the financial awards be taxable to the recipient.

### **Renewal of Financial Aid**

To have financial aid renewed, students must submit a new FFS each year. They must be in good standing at the College, both academically and socially.

### **Gifts, Bequests and Scholarships**

All successful private colleges could not exist without the generous support of friends of the College.

Projects include:

Ronald Assaf Technical Labs  
Boca Charities Scholarship Fund  
Chauncey Cottrell Scholarship Fund

Eugene M. Lynn Student Center  
McCusker Sports Complex  
Roland and Lullis Ritter  
Scholarship Fund

Charles E. and Dorothy F.  
Schmidt College Centre  
Shamrock Society



## **VI. ACADEMIC POLICIES**

### **Student Responsibility**

Each student is responsible for a knowledge of, and adherence to, the regulations covering registration, withdrawal, degree plan, graduation requirements, and the payment of tuition and fees.

### **Records**

The Family Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) is designed to protect the privacy of education records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate and misleading data. The College of Boca Raton makes every effort to comply with this legislation.

Certain information is considered public and is released at the College's discretion. Unless a student files written notification to withhold disclosure, the College will release announcements of graduation, honors, and awards, and will verify dates of attendance and conferring of degrees. Names, addresses, and other directory information will be released for use within the College community. Only transcripts of academic records and statement of academic status pertaining to College of Boca Raton coursework are released to third parties, and then only with the written authorization of the student. Parents of a dependent student have the right of access to an education record.

A student or parent has the right to challenge any content of the student's education record which is considered to be inaccurate, misleading, or in violation of the stu-

dent's privacy or other rights. Such challenge may be directed to the Office of the Registrar.

A student's permanent record consists of the transcript, application for admittance, and semester grade reports. These are maintained in the Office of the Registrar. All documentation used in the admission and placement processes is considered non-permanent, and is maintained in the Office of Student Services during the student's period of enrollment.

### **Academic Advisement**

Academic counseling for the students at the College of Boca Raton begins even before prospective students enroll. High school grades, class rank, scores on entrance examination board tests, and other information included in the application for admission are reviewed for placement purposes in freshman courses in English and mathematics. Students with deficient backgrounds in mathematics or English may be placed in fundamentals courses not listed in the core curriculum. In some cases, a review of a student's records might result in his being advised to consider a more appropriate program of study.

Each new student is assigned to a faculty advisor who assists, not only in course selection and scheduling, but also in career planning. Sound academic advisement plays a significant role in a student's choice of electives. Faculty advisors guide their advisees into the most appropriate courses for each student's educational and career goal. A very favorable faculty/student ratio assures that students are given the advising time necessary for their particular circumstances. The Coordinator of

Academic Advising and Foreign Student Counseling acts as a helpful link between the student and the faculty. The Coordinator assists students and members of the faculty in setting up regular advisement sessions. These sessions have been shown to help insure optimum academic performance and adjustment to productive campus life. All faculty, staff, and administrative officers are available to assist students in any appropriate way possible.

## Classification of Students

Students are classified as matriculated or non-matriculated students:

### 1. Matriculated Student:

A matriculated student is a full- or part-time student who has demonstrated competence for collegiate study, has met all admission requirements, and has declared his intention to obtain a degree. In some cases, students may be undecided concerning their degree areas. In order for both the student and the faculty advisor to plan appropriate course distribution for each degree area, students are required to declare their degree area upon completion of no more than 15 credits for associate degree programs, and 30 credits for bachelor degree programs. Transfer students who already have completed at least 30 semester hours of credit must declare a degree program at the time of registration.

### 2. Non-Matriculated Student:

A non-matriculated student is a full- or part-time student who has not declared his intention or is not eligible to obtain a degree. Students seeking to matriculate into a degree must declare their intent with the Office of the Registrar upon completion of the number of

credits specified in (1.) above. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified above. Non-matriculated student also refers to students who are enrolled in courses for self-enrichment and who are not following any specific degree program requirements.

## Academic Classification

Matriculated students are classified according to the number of semester hours of credit completed:

Classified	Credit Hours
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	At least 90

## Transfer Students

Transfer students are also classified according to the above scale. Classification is determined by the number of transfer credits accepted by the College of Boca Raton.

## Part-time Students

A student registered for no more than eight (8) credit hours.

## Admission to Classes

Registered students are permitted to enter class only after obtaining financial clearance from the Business Office and completing the registration process with the Registrar.

## Audit

Students who wish to audit a class must receive permission from their faculty advisor and the instructor of the course, and, if in



excess of a 15 credit-hour load, permission from the appropriate division chairperson. A student who officially audits a course, although not required to take examinations, is expected to attend class regularly and to participate in a manner which is agreeable to the instructor. An "AU" will be recorded on the permanent record of courses officially audited. A full-time student will not be charged for auditing a course. Students not enrolled on a full-time basis will be charged an audit fee of \$200.00 per course.

### **Cancellation of Courses**

The College reserves the right to cancel any course for which an insufficient number of students has enrolled, or for other reasons deemed necessary for course cancellation. No charge is made to a student for a registration change necessitated by such course cancellation.

### **Change of Registration**

Changes in registration are permitted only with the consent of the instructor involved and the student's faculty advisor. Course addition or section changes must be made by the end of the first week of the semester. To drop or add or change a course section, the student must obtain the appropriate change form from the Office of the Registrar. The form must be signed by both the instructor and the faculty advisor. The completed form, accompanied by the necessary payment (\$5.00 per change), should be presented to the Business Office. To change a load to less than three courses requires the approval of the division chairperson.

### **Attendance Regulations**

Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding any absences. The specific absence policy is explained during the orientation program and by each instructor at the first class meeting. Faculty members specify their own course requirements and maintain a complete and accurate record of the attendance of each student. Exceeding the allowable number of class absences subjects the student to a grade of "X" (administrative withdrawal due to excessive absences) which is not included in computing the grade point average.

### **Permission to Study at Other Institutions**

Students who desire to attend another collegiate institution while enrolled at the College and have those credits apply to their College of Boca Raton degree program must receive prior written permission from their division chairperson.

### **Course Load**

The normal semester course load for full-time students is three to five courses. Students wishing to take additional courses must obtain permission from their division chairperson. If permission is granted, the student will be billed for the additional courses at the prevailing tuition rate per credit hour. Students may not reduce their semester course load to less than three courses without written permission of their division chairperson.



A full-time student who receives a grade of "X" for excessive absences, which results in the student then being enrolled in fewer than three courses, jeopardizes campus resident student status. The student is subject to eviction from the dormitory and may not be invited back the following semester.

## **Independent Study and Directed Study**

Independent study involves scholastic or research endeavors apart from regular courses offered at the College of Boca Raton. Students should pursue study with direction from their supervising professor with the approval of the appropriate division chairperson.

Directed study (regular courses taken by special arrangement) involves the student and instructor in virtually a one-on-one relationship (i.e., frequent conferences regarding the study needed in order to complete a regularly offered course). Appropriate request forms for Independent and Directed Study are available in the Registrar's Office. Signatures denoting approval by the academic advisor, supervising faculty member, and appropriate division chairperson must be obtained before a student can register for such a course of study.

The time limit for completion of an Independent or Directed Study is one semester. If additional time is required for completion, the student must formally request an extension from the faculty member involved. Any extensions must be approved in writing and filed with the Registrar. Independent studies may be proposed for one or more credit hours, although they generally will be valued at three credit hours.

## **Grading System**

Faculty members have the responsibility of providing the College with an individual evaluation of each student in their classes. Final course grades are entered on the student's permanent College record at the close of each semester or session. The grading system at the College of Boca Raton is as follows:

A - Excellent

B - Good

C - Average

D - Lowest Passing Grade

F - Failure

Other Symbols in Use (not included in computation of average)

W - Officially withdrawn from the course

AU - Audit

R - Repeated

I - Incomplete

P - Pass (used only for selected practicum courses)

NP - Not pass (used only for selected practicum courses)

NR - No grade reported

NG - No grade

X - Administrative withdrawal due to excessive absences

A student who withdraws from a course during the two first weeks of the semester will not receive a grade, and the course will not appear on the permanent College record.

A student who withdraws from school between the third and tenth week of the semester will receive a "W."

A student who is passing a course, but has not met the course requirements by the end of the semester will receive an "I." The grade of "I" reflects neither passing nor failing work, and it will not be included in the calculation of the grade point average. The

student is responsible for completing the course requirements during the first two weeks of the following semester. Failure to complete the course requirements within this time will result in the student receiving an "F" for the course.

A grade of "P" which designates passing will be given in selected practicum courses to students whose work record and other course requirements reflect non-failing quality. Prior arrangements must be made with the instructor of the class for this option. The credit hour will be recorded, but it will not be used in the calculation of the grade point average.

A grade of "NP" which designates non-passing quality will be given in selected practicum courses. Neither the credit hour nor any quality points will be entered in a student's record.

Students who enroll in a course, but do not attend any session and do not formally withdraw, will have a grade of "NG" recorded on their transcript.

## Interim Reports

At the mid-term point in each semester, students doing marginal or failing work in lower division classes will receive an interim report informing them of their poor performance. The Registrar will inform the parents of dependent students receiving reports in more than one course.

## Computation of Grade Point Average

At the end of each semester a scholarship index (GPA - Grade Point Average) is computed for each student.

A = 4 points for each credit  
B = 3 points for each credit  
C = 2 points for each credit  
D = 1 point for each credit  
F = 0 points

Thus, a grade of "A" in a three credit course would be assigned 12 points.

The GPA is determined by dividing the total number of quality points earned by the number of credits attempted. Grades of "AU," "I," "NG," "NP," "NR," "P," "W," and "X" are excluded from the calculations.

Hotel, Restaurant, and Tourism Management students receive a letter grade for internship coursework.

## Scholastic Average and Student Standing

A cumulative record of the quality point standing of each student will be maintained. Students who fail to meet minimum standards (see below) will be placed on academic probation. Their enrollment may be terminated if satisfactory progress is not made.

To remain in good standing, a student must maintain the following cumulative scholastic averages:

Freshman

0 - 29 Semester Hours 1.80

Sophomore, Junior, Senior

More than 29 Semester Hours  
2.00

A student on academic probation may elect to enroll in the normal full-time load of five courses, but failing work at the mid-term point in any course may cause the student to be withdrawn from a course.



Although students on academic probation are prohibited from participating in any intercollegiate competition and from seeking or holding student government and/or class offices, they may participate regularly in extra-curricular activities insofar as this participation does not impair their studies.

No student may be considered as a candidate for a degree who does not have a 2.0 cumulative standing.

A Study Skills class (COA 101) is required of all incoming students who are admitted on academic probation. Other students may enroll in this course as an elective. It is a one credit course. In the class, specific techniques for effective studying, organization, note-taking, reading, test-taking, and writing skills are taught. The class is taught with the goal of overcoming deficits in the above areas. Students who have been admitted on academic probation must repeat the Study Skills class until a passing grade is attained. A lab fee of \$200.00 is charged for this course.

A limited number of students with specific learning disadvantages (or disabilities) enroll in a special program designed to assist them with learning problems. The LEAP (Learning Enrichment Advancement Program) is a one-year program. Cost for the year is \$1,900.00 (\$950.00 per semester).

The ACCESS program offers freshman students a sense of structure that includes content courses, an academic support center, individualized instruction, and group mentoring. With strategic planning and individual and group mentoring to clarify directions and goals, the students may develop and strengthen self-confidence.

Through the discovery of personality and learning style and

working with a diagnostic team of instructors, students may enhance their strengths as well as develop their weaknesses. This is a semester-long, optional program. Cost for the semester is \$695.00.

## Dismissal

A student is subject to academic dismissal immediately following a second consecutive semester of below minimum standard work which has caused the student to be listed on academic probation. Students who are dismissed by action of the Academic Standards Committee may appeal to the Academic Appeals Committee. If the dismissal is upheld by the Academic Appeals Committee, the student may subsequently reapply for admission through the Office of Admissions after one semester has elapsed. If the student successfully completes coursework at another accredited institution, all coursework in which a grade of "C" or better was earned may be considered for transfer if it meets all criteria for transfer as stated elsewhere in this catalog.

Students reapplying must submit a current application for re-admission and non-refundable application fee, together with an official transcript of all the coursework taken subsequent to leaving the College of Boca Raton. The applications will be reviewed by the Committee on Admissions Committee, but the College cannot guarantee readmittance.

## Transfer Credits

The College of Boca Raton will accept credits in transfer from other institutions under the following conditions:

1. Transfer credit will be awarded only for those courses in



which the final grade was "C" or better with the understanding that, if a particular course does not meet specific curriculum or elective requirements in the planned program of study, the student may need to take more than the minimum number of courses stipulated in the chosen program of study in order to graduate.

2. Transfer credit will be awarded only for those courses which fulfill (1.) above and for which the final grade was "C" or better.

3. For course titles not specifically listed in the catalog and curriculum, equivalency must be determined by the appropriate division chairperson before transfer credit will be awarded.

4. Credits from schools not accredited by one of the regional associations will be evaluated only after a student has submitted a school catalog and a course syllabus for each course to be evaluated. In certain cases competency courses may be required.

## Repeat Courses

Where a course has been repeated because of failure, both the original and the subsequent grades are recorded on the official College transcript, but only the passing grade is included in the calculation of the grade point average.

Required courses must be repeated if failed.

If a student repeats a course with a "D" grade, and fails the course, the "D" grade will be included in the cumulative grade point average. The "F" grade will appear on the transcript but will not be included in the cumulative grade point average. The student's GPA will be affected only if the course is repeated at the College of Boca Raton.

## Academic Honors

Recognition for superior academic achievements at the College of Boca Raton is given both by the administration and the faculty.

The name of each eligible student who has completed at least twelve credits with no incompletes, withdrawals, "X's," "NG's," or grades below "C" at the close of the semester and who has achieved a grade point average of 3.25 or higher for the semester, is placed on the Academic Honors List for that semester. This list is publicized within the College and is distributed to news agencies in the local and regional area. Honor students receive a certificate of recognition at the Honors Convocation.

Students who have achieved Honor status for two consecutive semesters and who have demonstrated leadership, loyalty, and dedication are eligible for the Honor Society.

Graduating students who have achieved a cumulative average of at least 3.50 with no incompletes, withdrawals, or grades below "C" are named to the President's Honor Society.

A cumulative grade point average of 3.25 will be designated "cum laude" at graduation, while one of 3.50 will be recognized as "magna cum laude," and one of 3.75 will be designated "summa cum laude."

## Honors and Awards

Honors and awards are presented to students in the College as listed below:

**The Trustee's Medal:** awarded at graduation to the student who has exhibited outstanding scholarship, leadership, loyalty, and service to the College.

**The Humanitarian Award:** given at graduation to the student who has exhibited outstanding loyalty to the College community.

**The President's Award:** given in special cases to student exhibiting extraordinary service and commitment to the College.

**The Scholastic Award:** given at graduation to the student who have attained the highest cumulative average in their respective degree programs.

**The Medina McMenimen Fashion Marketing Award:** given to the graduating senior who exhibits outstanding leadership and the potential for a successful career in Fashion Marketing.

## **Residence and Degree Requirements**

In addition to specific courses and scholastic average requirements, each degree candidate must spend the last year (two semesters or the equivalent) earning not less than thirty semester hours in academic residence at the College of Boca Raton uninterrupted by any work at another institution.

## **Withdrawal from the College**

Students who withdraw from the College are required to obtain proper clearance. Clearance forms are available in the Office of the Registrar. These forms must be signed by the appropriate representative(s) of the following offices:

1. Dean of Students
2. Counselor
3. Director of Housing
4. Vice President for Academic Affairs
5. Librarian
6. Business Office
7. Executive Vice President
8. Registrar

## **Transcripts**

Students who have paid all their College fees are entitled, upon request, to receive without charge, one transcript. For each additional transcript, the fee is \$2.00. Cash or checks made payable to the College of Boca Raton must accompany each transcript request.

## VII. DEGREE PROGRAMS

College of Boca Raton students may pursue academic programs leading to a variety of Bachelor degrees, Associate Degrees, and the Master of Professional Studies degree. Students whose initial educational goal is a two-year degree can select from various areas of concentration included in the Associate of Arts degree programs in Business or Liberal Arts, in addition to the Associate of Science in Funeral Service and the Associate of Applied Science in Design. The Bachelor of Professional Studies in Administration degree is an option for students who hold an Associate degree in a major field other than Business Administration or Management. Students interested in a four-year Bachelor's degree may choose from areas in the Liberal Arts, Business, Hotel, Restaurant and Tourism Management, or Health and Human Services.

### **Bachelor Degree Programs**

Bachelor of Science in Administration options are available in:

- Accounting
- Aviation Management  
(with Flight Option)
- Business Administration
- Fashion Marketing
- Marketing
- Health and Human Services

Bachelor of Science in Liberal

Arts options are available in:

- Behavioral Science
- History/Political Science
- Humanities
- Pre-Law

Bachelor of Science degrees are available in:

- Computer Information Systems
- Computer Science
- Hotel and Restaurant  
Management
- Professional Studies in  
Administration
- Travel and Tourism Management

*The Bachelor of Science in Professional Studies in Administration* is open only to associate degree graduates of technical or professional programs other than business administration and management. The program provides an opportunity for these

students to obtain their Bachelor's degree in Administration, an excellent complement to their technical or professional associate degree.

*The Bachelor of Science in Liberal Arts* includes a large selection of core and elective courses and provides the student the option to specialize in History/Political Science, Behavioral Sciences, and Humanities.

### **Associate Degree Program**

Some students have as their initial goal an associate degree. The College's two-year programs provide the requisite educational background and training for this group of students.

Students may pursue an Associate of Arts in Business and choose Business Administration or Fashion Marketing. The Associate of Arts in Liberal Arts provides options in Liberal Arts or Pre-Elementary Education. An Associate of Applied Science in Art/Design degree is available. The AAS degree allows fifty percent of coursework to be in Professional Studies with a concentration in any one of the following: Interior Design, Illustration, Architecture, Land-



scape Architecture, Photography, or Graphic Design. The Associate of Science in Hotel and Restaurant Management is also available. An Associate of Science in Funeral Service degree prepares students for the state and national boards and a career in the operation and management of funeral homes. The various two- and four-year curricula are structured so that students who originally selected Associate degree programs can readily proceed into the third year of an appropriate Bachelor's degree program.

### **Graduate Degree Program**

The College of Boca Raton offers a Master of Professional Studies Degree in Health and Human Services - Eldercare Administration emphasizing the administration of eldercare facilities, agencies, and programs. The curriculum requires a total of 40 graduate credit hours.

### **Pre-Law**

It is essential that the pre-law student understand law schools' educational philosophy. As the Law School Admission Bulletin states: "Any course, regardless of field, that helps you develop clear and systematic thinking, command of the English language, and a broad understanding of our society, constitutes sound preparation for the study of law. Thus, law schools do not recommend specific undergraduate majors for pre-law students."

For this reason, the student aspiring to the profession of law may select any major he wishes. There is no such thing as a prescribed pre-law curriculum; however, the pre-law student should take care to undergird any field of study with challenging courses in mathematics, natural sciences, and the humanities. Courses recommended by most law schools include literature and advanced writing courses, history, political science, accounting, economics, mathematics, and any other courses that demand analytical or verbal ability. The Bachelor of Science in Liberal Arts can be geared to prepare a student for law school.

In addition, any students considering law school should realize that admission to law school is very selective. To enter the profession, they should be individuals who plan to continue learning throughout their lives. The law school student must also have a high undergraduate grade point average; if a student's grade point average (through his junior year) is below a "B," he should be thinking of alternatives to law school.

The Law School Admission Test (LSAT) is required of every applicant to law school. It is recommended that pre-law students take it in their senior year, so that, if necessary, they can re-take the test at a later date. The Law School Admission Bulletin, available at the College, answers many questions concerning testing centers and dates of administration.

## VIII. CONTINUING EDUCATION

The College of Boca Raton offers, through its Continuing Education Program, degree courses leading to the Bachelor of Professional Studies and Bachelor of Science in Administration. In addition, to serve the needs of the working adults, seminars, workshops, and non-degree courses in a variety of fields are offered for professional development and career enhancement.

### Procedure

Applications for admission may be obtained either by mail or in person at the Office of Admissions, or by telephoning (407) 994-0770. Necessary forms are included with the application. The following steps must be taken when applying for admission:

1. Complete the application form, and mail or bring to it the Office of Admissions, 3601 North Military Trail, Boca Raton, Florida 33431. The office is located in the Schmidt College Centre. A non-refundable fee of \$25.00 must accompany the application.

2. Request all secondary schools and colleges previously attended to send official transcripts of record directly to the Office of Admissions (student grade reports are not acceptable evidence of record). Transcripts from non-U.S. schools must be submitted in a certified English translation.

3. Applications and the required supportive data should be on file

in the Office of Admissions at least 30 days prior to the date for which the applicant desires admission.

### Experiential Credit

The College offers students the opportunity to obtain academic credits for learning that has taken place outside the classroom. The competency-based evaluation involves presenting evidence of non-classroom learning experiences for academic credit consideration. The student prepares a portfolio which is reviewed by a faculty member of the College of Boca Raton. The portfolio should include evidence relevant to the area in which credit is sought. A competency-based evaluation applies to knowledge obtained through work experience (military or civilian), in-service training programs, volunteer activities, and workshops. A resume outlining non-classroom learning experiences should be included in the portfolio, and the appropriate forms.

## IX. COURSE DESIGNATION GUIDE

### Division of Arts and Sciences

ART	Art/ Design
BEH	Behavioral Science
COA	Communications
ENG	English
HHS	Health and Human Services
HPS	History/Political Science
HUM	Humanities
LAN	Languages
MAT	Mathematics
MSC	Funeral Service
PRE	Pre-Elementary Education
SCI	Sciences

### Division of Business

ACC	Accounting
AVM	Aviation Management
BFI	Banking and Finance
BFM	Fashion Marketing
BUS	Business Administration
CSC	Computer Science
IBT	International Business and Trade
MKT	Marketing

### Division of Hotel, Restaurant, and Tourism Management

HRM	Hotel and Restaurant Management
TTA	Tourism and Travel Management

### COURSE NUMBER GUIDE

All courses which are included in the regular curriculum of the College are listed following the Curriculum section of this catalog.

The first (left-hand) digit of the course number has the following significance:

- 1 - Freshman Courses
- 2 - Sophomore Courses
- 3 - Junior Courses
- 4 - Senior Courses





# X. CURRICULUM

## DIVISION OF ARTS AND SCIENCES

### ASSOCIATE OF APPLIED SCIENCE IN ART/DESIGN

The Associate of Applied Science in Art/Design allows more than 50% of coursework to be in Professional Studies with a concentration in two options: Option I (Interior Design, Landscape Architecture, Architecture) or Option II (Photography, Illustration/Fashion Illustration, Advertising and Graphic Design).

#### OPTION I (Interior Design, Landscape Architecture, Architecture)

**General Studies Requirements: (18 credits)**

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
	Liberal Arts*	12

**Art/Design Requirements: (42 credits)**

ART 105	Drawing I	3
ART 106	Drawing II	3
ART 120	Design Fundamentals I	3
ART 121	Design Fundamentals II	3
ART 146	Engineering Graphics I	3
ART 147	Engineering Graphics II	3
ART 210	Life Drawing I	3
ART 211	Life Drawing II	3
	Presentation Techniques I	3
	Presentation Techniques II	3
	Professional Studio Major I	3
	Professional Studio Major II	3
	Professional Studio Elective I	3
	Professional Studio Elective II	3
Total Degree Credits		60

#### OPTION II (Photography, Illustration/Fashion Illustration, Advertising and Graphic Design)

**General Studies Requirements: (24 credits)**

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
	Liberal Arts*	18

**Art/Design Requirements: (36 credits)**

ART 105	Drawing I	3
ART 106	Drawing II	3
ART 120	Design Fundamentals I	3
ART 121	Design Fundamentals II	3
ART 210	Life Drawing I	3
ART 211	Life Drawing II	3
ART 225	Computer Graphics I	3
ART 226	Computer Graphics II	3
ART 261	Color Theory I	3
ART 262	Color Theory II	3
	Professional Studio Major I	3
	Professional Studio Major II	3

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**Total Degree Credits** **60**

\*Requirements chosen by academic advisor depending upon track chosen by student.

**ASSOCIATE OF SCIENCE****FUNERAL SERVICE OPTION**

To qualify for admission, students must have completed 15 credit hours of general core requirements at the College of Boca Raton or any other accredited college or university.

**General Studies Requirements: (15 credits)**

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
BEH 110	Introduction to Sociology	3
BEH 150	Introduction to Psychology	3
COA 110	Public Forum	3

**Related Science Requirements: (12 credits)**

SCI 130	General Chemistry	4
SCI 160	Anatomy and Physiology I	4
SCI 161	Anatomy and Physiology II	4

**Funeral Service Requirements: (38 credits)**

MSC 101	Introduction to Funeral Service	3
MSC 131	Principles of Funeral Service	3
MSC 150	Funeral Service Sanitation	3
HHS 210	Death and Dying	3
MSC 220	Funeral Service Law	1
MSC 225	Microbiology	3
MSC 240	Funeral Home Management	5

MSC 250	Pathology	3
MSC 261	Embalming I	4
MSC 262	Embalming II	4
MSC 270	Restorative Art	4
MSC 281	Funeral Service Seminar	2
MSC 291	Practicum	3
Total Degree Credits		68

## ASSOCIATE OF ARTS

### LIBERAL ARTS

#### General Studies Requirements: (15 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
COA 110	Public Forum	3
CSC 200	Introduction to Computer Applications	3
MAT 110	College Algebra	3

#### General Elective Requirements: (17 credits)

Science Elective	4
Science Elective	4
Literature Elective	3
Free Elective	3
Free Elective	3

#### Liberal Arts Requirements: (30 credits)

BUS 171	Macroeconomics	3
BEH 110	Introduction to Sociology	3
BEH 150	Introduction to Psychology	3
HPS 111	World History I	3
HPS 112	World History II	3
HPS 221	American History I	3
HUM 101	Art Appreciation	3
HUM 201	Logic	
	Or	
HUM 301	Creative Thinking	3
HUM 221	Introduction to Philosophy	3
HUM 250	Great Issues	3

Total Degree Credits 62

## ASSOCIATE OF ARTS IN LIBERAL ARTS

### PRE-ELEMENTARY EDUCATION OPTION

#### General Studies Requirements: (21 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
COA 110	Public Forum	3
BEH 110	Introduction to Sociology	
	Or	



BEH 150	Introduction to Psychology	3
BEH 160	Child Development I	3
HUM 221	Introduction to Philosophy	3
MAT 110	College Algebra	3

**General Elective Requirements: (23 credits)**

History/Political Science Elective	3
Behavioral Science Elective	3
Science Elective*	4
Science Elective*	4
Literature Elective	3
Advanced Math Elective*	3
Free Elective	3

**Pre-Elementary Education Requirements: (18 credits)**

PRE 100	Principles and Practices of Pre-School Teaching	3
PRE 101	Curriculum Materials and Activities	3
PRE 130	Language Arts Activities	3
PRE 220	Math/Science Activities	3
PRE 240	Creative Activities	3
PRE 290	Practicum	3

Total Degree Credits	62
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\* The recommended science electives are SCI 110 - Biology I and SCI 111 - Biology II. For students who formally declare that they will not be pursuing studies beyond the two-year degree, the requirements for the two elective science courses and the requirement for Advanced Math will be waived and the following courses substituted: BEH 161 - Child Development II and BEH 220 - Family and Society. The substitution for Advanced Math will be determined by the Pre-Elementary Education Coordinator. In this case, 60 credits are required for graduation.

## BACHELOR OF SCIENCE IN ADMINISTRATION

### HEALTH AND HUMAN SERVICES MAJOR

**General Studies Requirements: (35 credits)**

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
MAT 221	Probability and Statistics	3
MAT 321	Statistical Applications	3
COA 110	Public Forum	3
BEH 110	Introduction to Sociology	3
BEH 150	Introduction to Psychology	3
BEH 349	Introduction to Applied Counseling	3
SCI 110	Biology I	4
SCI 111	Biology II	4

**General Elective Requirements: (30 credits)**

History/Political Science Elective	3
History/Political Science Elective	3

Literature Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
<b>Computer Science Requirements: (3 credits)</b>	
CSC 200 Introduction to Computer Applications	3
<b>Related Business Requirements: (18 credits)</b>	
ACC 201 Principles of Accounting I	3
BUS 212 Business Law I	3
BUS 250 Principles of Management	3
BUS 340 Organizational Behavior	3
BUS 350 Human Resource Management	3
BFI 311 Corporate Finance	3
<b>Health and Human Services Requirements: (36 credits)</b>	
HHS 101 Foundations of Gerontology	3
HHS 170 Eldercare Survey	3
HHS 210 Death and Dying	3
HHS 230 Social Gerontology	3
HHS 290 Practicum	3
HHS 340 Adult Development and Aging	3
HHS 350 Mental Health and Aging	3
HHS 420 Activities for the Aged and Infirm	3
HHS 450 Counseling the Older Adult	3
HHS 460 Health Gerontology	3
HHS 490 Administrative Residency I	3
HHS 495 Administrative Residency II	3
Total Degree Credits	122

## SPECIALIST IN AGING CERTIFICATE

The Specialist in Aging Certificate is intended for individuals who are pursuing an undergraduate academic degree at the College of Boca Raton or other accredited institutions of higher education. The Specialist in Aging Certificate program is open only to undergraduate students.

The PROGRAM OF STUDY for the Specialist in Aging Certificate is as follows:

CERTIFICATE STUDENTS SELECT SEVEN OF THE COURSES LISTED BELOW FOR THREE (3) CREDIT HOURS PER COURSE:

### Curriculum (Total of 21 Credits)

HHS 101 Foundations of Gerontology  
HHS 170 Eldercare Survey

HHS 210 Death and Dying  
HHS 230 Social Gerontology  
HHS 340 Adult Development and Aging  
HHS 350 Mental Health and Aging  
HHS 420 Activities for the Aged and Infirm  
HHS 450 Counseling the Older Adult  
HHS 460 Health Gerontology

Tuition is \$125.00 per credit hour.

The sequence for completing coursework is in numerical order. Prerequisites may be required for certain courses depending on the student's academic background. Any required prerequisites will appear on the student's Plan of Study. The Plan of Study is a document which includes all courses within the PROGRAM OF STUDY and any prerequisites.

In order to be granted the SPECIALIST IN AGING CERTIFICATE, the student must achieve at least a 3.00 GPA within the PROGRAM OF STUDY.

## **GRADUATE CERTIFICATE IN AGING STUDIES**

The Graduate Certificate in Aging Studies (GCAS) is intended for professionals who work with the elderly within a clinical or administrative setting and wish to increase their knowledge about the process of aging and the characteristics of older people. Applicants must hold the Bachelor's degree.

The Program of Study is as follows:

HHS 540 Sociology of Aging (3 credit hours)  
HHS 550 Geriatrics (3 credit hours)  
HHS 560 Psychology of Aging (3 credit hours)  
HHS 590 Special Topics (3 credit hours)  
HHS 600 Eldercare I (3 credit hours)  
HHS 610 Eldercare II (3 credit hours)

Prerequisites: 6 credit hours in Behavioral Sciences at the undergraduate or graduate level.

At least one year of clinical or administrative work experience in the field of aging.

Students who successfully complete their prescribed program of study with at least a 3.00 GPA will receive the Graduate Certificate in Aging Studies.

## **GRADUATE DEGREE PROGRAM**

The College of Boca Raton offers a Master of Professional Studies in Health and Human Services - Eldercare Administration. This degree prepares students for the administration of eldercare programs, agencies, and facilities.



The curriculum includes three core areas: *Aging Core*: covers gerontology from physical and psychosocial aspects; *Service Delivery Core*: explores the total range of programs, community based services, and institutions for the elderly, as well as an in-depth study of a positive philosophy of long term care (eldercare) that can prevent the dehumanizing process found in institutionalization. The *Administrative Core* studies all related components of effective management of eldercare services and facilities.

This degree is oriented to the practice of health and human services within a complete eldercare service delivery system. Therefore, depending upon the student's career goals, degree candidates choose one of three options: administrative residency, special project in gerontological practice, or thesis.

In an on-going effort to enhance the professional qualification and career advancement of our graduate students, the College maintains liaison with applicable licensing boards for the allied health professions as well as with suitable gerontological societies.

## **MASTER OF PROFESSIONAL STUDIES (MPS)**

### **Health and Human Services - Eldercare Administration**

At the time of admission to the program, faculty may assign additional prerequisite coursework as needed. These credits are assigned for the purpose of removing deficiencies and are not applicable toward fulfilling the credit requirements of the degree program.

#### **ADMINISTRATIVE CORE (3 credit hours each)**

- HHS 500 Administration in Health and Human Services
- HHS 510 Personnel Management in Health and Human Services
- HHS 520 Managerial Accounting in Health and Human Services
- HHS 530 Legal Aspects of Health and Human Services

#### **AGING CORE (3 credit hours each)**

- HHS 540 Sociology of Aging
- HHS 550 Geriatrics
- HHS 560 Psychology of Aging
- HHS 590 Special Topics (required only for students who do not elect the thesis option)

#### **SERVICE DELIVERY CORE (3 credit hours each)**

- HHS 600 Eldercare I
- HHS 610 Eldercare II
- HHS 630 Methods in Eldercare Research

## **COMPREHENSIVE EXAMINATION**

1. Administered to students who have successfully completed all pre-candidacy coursework listed above.
2. Students must pass the exam in order to achieve candidacy.

## **OPTIONS FOR CANDIDATES (choose Option One, Two, or Three)**

### **Option One - (3 credit Hours)**

- HHS 700 Administrative Residency

Option Two - (3 credit hours)

HHS 750 Special Project in Gerontological Practice

Option Three - (6 credit hours)

HHS 775 Thesis

### **SATISFACTORY GRADUATE ACADEMIC PERFORMANCE - MPS**

The graduate student is responsible for knowing and complying with all applicable rules, regulations, and requirements for fulfilling degree requirements with satisfactory scholarship. Satisfactory scholarship in a graduate program is defined as an average of 3.00 (on a 4.00 scale) or higher in all work attempted while enrolled as a graduate student. No credit toward a graduate degree is accepted for any course in which the grade earned is below "C."

### **STUDENT PROFICIENCY AND CANDIDACY - MPS**

Students are required to complete thirty-six (36) credit hours toward the Master's degree. These credits consist of classroom coursework and candidate options. Upon completion of the classroom coursework, but prior to enrolling in the candidate options, the student must submit to and successfully pass the Comprehensive Examination designed to measure competencies in knowledge and skills of eldercare administration. Upon the successful completion of the Comprehensive Examination, the student will achieve candidacy for the Master's degree. The sequence for completion of degree requirements is as follows:

1. Completion of thirty-three credit hours of coursework.
2. Achievement of candidacy by successful completion of the Comprehensive Examination.
3. Completion of one of the candidate options HHS 700, HHS 750, or HHS 775.
4. The above sequence must be completed within five years of the student's date of admission to the program.

### **GRADUATION REQUIREMENTS FOR THE MPS PROGRAM**

1. 12 credit hours from the Administrative Core
2. 12 credit hours from the Aging Core\*
3. 9 credit hours from the Service Delivery Core
4. Pass the Comprehensive Examination
5. Completion of one of the following candidate options
  - a. Administrative Proficiency
  - b. Special Project in Gerontological Practice
  - c. Thesis

\* Students electing the Thesis option need only nine (9) credit hours in the Aging Core.

## GRADUATION

1. All candidates for a degree must file an application for graduation. The forms are in the Office of the Registrar.
2. The applications must be reviewed and certified by the appropriate chairperson.
3. The candidates for all degrees are approved finally by the President to present to the Board of Trustees for their recommendation.

## BACHELOR OF SCIENCE IN LIBERAL ARTS

### BEHAVIORAL SCIENCE MAJOR

#### General Studies Requirements: (15 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
COA 110	Public Forum	3
CSC 200	Introduction to Computer Applications	3
MAT 110	College Algebra	3

#### General Elective Requirements: (51-53 credits)

Science Elective	4
Science Elective	4
Literature Elective (200 level or above)	3
Literature Elective (200 level or above)	3
Language Elective	3
Humanities Elective (300 level or above)	3
Humanities Elective (300 level or above)	3
Free Elective (100 level or above)	3
Free Elective (100 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (300 level or above)	3
Free Elective (300 level or above)	3
Free Elective (300 level or above)	3
Or	
Community Service Practicum	1-3

#### Liberal Arts Requirements: (30 credits)

BUS 171	Macroeconomics	3
BEH 110	Introduction to Sociology	3
BEH 150	Introduction to Psychology	3
HPS 111	World History I	3
HPS 112	World History II	3
HPS 221	American History I	3
HUM 101	Art Appreciation	3



HUM 201	Logic	
	Or	
HUM 301	Creative Thinking	3
HUM 221	Introduction to Philosophy	3
HUM 250	Great Issues	3

**Behavioral Science Elective Requirements: (24 credits)**

200 level or above	3
200 level or above	3
200 level or above	3
200 level or above	3
300 level or above	3
300 level or above	3
300 level or above	3
300 level or above	3

Total Degree Credits	120-122
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## BACHELOR OF SCIENCE IN LIBERAL ARTS

### HISTORY/POLITICAL SCIENCE MAJOR

**General Studies Requirements: (15 credits)**

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
COA 110	Public Forum	3
CSC 200	Introduction to Computer Applications	3
MAT 110	College Algebra	3

**Liberal Arts Requirements: (30 credits)**

BUS 171	Macroeconomics	3
BEH 110	Introduction to Sociology	3
BEH 150	Introduction to Psychology	3
HPS 111	World History I	3
HPS 112	World History II	3
HPS 221	American History I	3
HUM 101	Art Appreciation	3
HUM 201	Logic	
	Or	
HUM 301	Creative Thinking	3
HUM 221	Introduction to Philosophy	3
HUM 250	Great Issues	3

**General Elective Requirements: (51-53 credits)**

Science Elective	4
Science Elective	4
Literature Elective	3
Literature Elective	3
Language Elective	3
Humanities Elective (300 level or above)	3
Humanities Elective (300 Level or above)	3

Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (300 level or above)	3
Free Elective (300 level or above)	3
Free Elective (300 level or above)	3
Free Elective (300 level or above)	3
Free Elective (300 level or above)	3

Or

Community Service Practicum	1-3
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### **History/Political Science Elective Requirements: (24 credits)**

200 level or above	3
200 level or above	3
200 level or above	3
200 level or above	3
300 level or above	3
300 level or above	3
300 level or above	3
300 level or above	3
300 level or above	3

Total Degree Credits	120-122
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## **BACHELOR OF SCIENCE IN LIBERAL ARTS**

### **HUMANITIES MAJOR**

#### **General Studies Requirements: (15 credits)**

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
COA 110	Public Forum	3
CSC 200	Introduction to Computer Applications	3
MAT 110	College Algebra	3

#### **Liberal Arts Requirements: (30 credits)**

BUS 171	Macroeconomics	3
BEH 110	Introduction to Sociology	3
BEH 150	Introduction to Psychology	3
HPS 111	World History I	3
HPS 112	World History II	3
HPS 221	American History I	3
HUM 101	Art Appreciation	3
HUM 201	Logic	
	Or	
HUM 301	Creative Thinking	3
HUM 221	Introduction to Philosophy	3
HUM 250	Great Issues	3

**General Elective Requirements: (45-47 credits)**

Science Elective	4
Science Elective	4
Literature Elective	3
Literature Elective	3
Language Elective	3
Free Elective (100 level or above)	3
Free Elective (100 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (200 level or above)	3
Free Elective (300 level or above)	3
Free Elective (300 level or above)	3
Or	
Community Service Practicum	1-3

**Humanities Elective Requirements: (30 credits)**

ENG 260 Great Books I	3
200 level or above	3
200 level or above	3
200 level or above	3
200 level or above	3
300 level or above	3
300 level or above	3
300 level or above	3
400 level or above	3
400 level or above	3

Total Degree Credits 120-122





## **DIVISION OF BUSINESS**

### **ASSOCIATE OF ARTS IN BUSINESS**

#### **BUSINESS ADMINISTRATION OPTION**

##### **General Studies Requirements: (18 credits)**

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
MAT 221	Probability and Statistics	3
COA 110	Public Forum	3
BUS 228	Business Communication	3

##### **General Elective Requirements: (17 credits)**

History/Behavioral Science Elective	3
History/Behavioral Science Elective	3
Science Elective	4
Science Elective	4
Free Elective	3

##### **Computer Science Requirements: (3 credits)**

CSC 200	Introduction to Computer Applications	3
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##### **Related Business Requirements: (9 credits)**

ACC 201	Accounting I	3
ACC 202	Accounting II	3
MKT 250	Principles of Marketing	3

##### **Business Administration Requirements: (15 credits)**

BUS 170	Microeconomics	3
BUS 171	Macroeconomics	3
BUS 212	Business Law I	3
BUS 213	Business Law II	3
BUS 250	Principles of Management	3

Total Degree Credits	62
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### **ASSOCIATE OF ARTS IN BUSINESS**

#### **FASHION MARKETING OPTION**

##### **General Studies Requirements: (18 credits)**

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
MAT 221	Probability and Statistics	3
COA 110	Public Forum	3
BUS 228	Business Communication	3

##### **General Elective Requirements: (14 credits)**

History/Behavioral Science Elective	3
History/Behavioral Science Elective	3

Science Elective		4
Science Elective		4
<b>Computer Science Requirements: (6 credits)</b>		
CSC 200	Introduction to Computer Applications	3
	Computer Science Elective	3
<b>Related Marketing Requirements: (3 credits)</b>		
MKT 250	Principles of Marketing	3
<b>Fashion Marketing Requirements: (21 credits)</b>		
BFM 100	Introduction to the Fashion Business	3
BFM 120	Textiles	3
BFM 140	Fashion Coordination and Production	3
BFM 215	Fundamentals of Fashion Products	3
BFM 225	Fashion Sales Promotion	3
BFM 240	Fashion Buying	3
BFM 290	Practicum	3
Total Degree Credits		62

## BACHELOR OF SCIENCE IN ADMINISTRATION

### ACCOUNTING MAJOR

<b>General Studies Requirements: (22 credits)</b>		
ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
MAT 220	Methods of Calculus	4
MAT 221	Probability and Statistics	3
COA 110	Public Forum	3
BUS 228	Business Communication	3
<b>General Elective Requirements: (23)</b>		
	History/Behavioral Science Elective	3
	History/Behavioral Science Elective	3
	Science Elective	4
	Science Elective	4
	Free Elective	3
	Free Elective	3
	Free Elective	3
<b>Computer Science Requirements; (6 credits)</b>		
CSC 200	Introduction to Computer Applications	3
CSC 315	Information System Structures	3
<b>Related Business Administration Requirements: (39 credits)</b>		
BUS 170	Microeconomics	3
BUS 171	Macroeconomics	3
BUS 212	Business Law I	3
BUS 213	Business Law II	3
BUS 250	Principles of Management	3

BUS 350	Human Resource Management	3
BUS 422	Quantitative Business Analysis	3
BUS 450	Business and Society	3
BUS 460	Business Policy	3
	Business Elective	3
	Business Elective	3
BFI 311	Corporate Finance	3
BFI 352	Money, Banking, and Monetary Policy	3
<b>Accounting Requirements: (33 credits)</b>		
ACC 201	Accounting I	3
ACC 202	Accounting II	3
ACC 311	Intermediate Accounting I	4
ACC 312	Intermediate Accounting II	4
ACC 321	Federal Taxation I	3
ACC 331	Cost Accounting	3
ACC 451	Accounting for Non-Profit Organizations	3
ACC 461	Advanced Accounting	4
ACC 471	Accounting Systems	3
ACC 480	Auditing	3
Total Degree Credits		<hr/> 123

## BACHELOR OF SCIENCE IN ADMINISTRATION

### AVIATION MANAGEMENT MAJOR

#### General Studies Requirements: (19 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
MAT 220	Methods of Calculus	4
MAT 221	Probability and Statistics	3
COA 110	Public Forum	3

#### General Elective Requirements: (26 credits)

History/Behavioral Science Elective	3
History/Behavioral Science Elective	3
SCI 125 Meteorology	4
Science Elective	4
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3

#### Computer Science Requirements: (6 credits)

CSC 200	Introduction to Computer Applications	3
CSC 315	Information System Structures	3

#### Related Business Requirements: (45 credits)

ACC 201	Accounting I	3
ACC 202	Accounting II	3



BFI 311	Corporate Finance	3
BUS 170	Microeconomics	3
BUS 171	Macroeconomics	3
BUS 212	Business Law I	3
BUS 213	Business Law II	3
BUS 250	Principles of Management	3
BUS 422	Quantitative Business Analysis	3
BUS 430	Labor Relations	3
BUS 450	Business and Society	3
	Business or Computer Elective	3
	Business Elective	3
	Business Elective	3
	Business Elective	3

**Aviation Management Requirements: (27-30 credits)**

AVM 101	Air Transportation	3
AVM 110	Flight Theory I* (or elective)	3-4
AVM 210	Flight Theory II* (or elective)	3-4
AVM 215	Flight Theory III* (or elective)	3-4
AVM 330	Aviation Law	3
AVM 340	Fixed Base Operations Management	3
AVM 345	Airport Management	3
AVM 440	Airline Management and Operations	3
AVM 481	Aviation Seminar	3

\*Courses required for flight option.

Total Degree Credits 123-126

**NOTE:** Flight I-II-III-IV are those courses (groundschool and flight training) which prepare the student for private, instrument, and commercial ratings. Flight V is available as an elective and encompasses flight instructor's training.

## BACHELOR OF SCIENCE IN ADMINISTRATION

### BUSINESS ADMINISTRATION MAJOR

**General Studies Requirements: (22 credits)**

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
MAT 220	Methods of Calculus	4
MAT 221	Probability and Statistics	3
COA 110	Public Forum	3
BUS 228	Business Communication	3

**General Elective Requirements: (32 credits)**

History/Behavioral Science Elective	3
History/Behavioral Science Elective	3
Science Elective	4
Science Elective	4

Free Elective (lower division)	3
Free Elective (upper division)	3
Free Elective (upper division)	3
Free Elective (upper division)	3
Free Elective (upper division)	3
Free Elective (upper division)	3
<b>Computer Science Requirements: (6 credits)</b>	
CSC 200 Introduction to Computer Applications	3
CSC 315 Information System Structures	3
<b>Related Business Requirements: (15 credits)</b>	
ACC 201 Accounting I	3
ACC 202 Accounting II	3
BFI 311 Corporate Finance	3
BFI 352 Money, Banking, and Monetary Policy	3
MKT 250 Principles of Marketing	3
<b>Business Administration Requirements: (45 credits)</b>	
BUS 170 Microeconomics	3
BUS 171 Macroeconomics	3
BUS 212 Business Law I	3
BUS 213 Business Law II	3
BUS 250 Principles of Management	3
BUS 340 Human Resource Management	3
BUS 415 Economic and Public Policy	3
BUS 422 Quantitative Business Analysis	3
BUS 450 Business and Society	3
BUS 460 Business Policy	3
BUS 481 Seminar in Business	3
Business or Computer Elective	3
Business Elective	3
Business Elective	3
Business Elective	3
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Total Degree Credits	120

## BACHELOR OF SCIENCE IN ADMINISTRATION

### FASHION MARKETING MAJOR

#### General Studies Requirements: (18 credits)

ENG 101 English Composition	3
ENG 102 English Composition/Studies in Literature	3
MAT 110 College Algebra	3
MAT 221 Probability and Statistics	3
COA 110 Public Forum	3
BUS 228 Business Communications	3

#### General Elective Requirements: (26 credits)

History/Behavioral Science Elective	3
History/Behavioral Science Elective	3

Science Elective		4
Science Elective		4
Free Elective		3
Free Elective		3
Free Elective		3
Free Elective		3
<b>Computer Science Requirements: (6 credits)</b>		
CSC 200	Introduction to Computer Applications	3
	Computer Science Elective	3
<b>Marketing Electives: (6 credits)</b>		
Select two of the following:		
MKT 321	Sales Management	3
MKT 322	Professional Selling	3
MKT 351	Advanced Advertising and Strategies	3
MKT 355	Marketing Communications	3
MKT 360	Marketing Channels	3
MKT 425	International Marketing	3
MKT 481	Advanced Marketing Topics	3
<b>Related Marketing Requirements: (12 credits)</b>		
MKT 250	Principles of Marketing	3
MKT 305	Consumer Marketing	3
MKT 311	Marketing Management	3
MKT 350	Advertising	3
<b>Related Business Administration Requirements: (15 credits)</b>		
ACC 201	Accounting I	3
BUS 170	Microeconomics	3
BUS 212	Business Law I	3
BUS 250	Principles of Management	3
BUS 350	Human Resource Management	3
<b>Fashion Marketing Requirements: (39 credits)</b>		
BFM 100	Introduction to the Fashion Business	3
BFM 120	Textiles	3
BFM 140	Fashion Coordination and Production	3
BFM 215	Fundamentals of Fashion Products	3
BFM 225	Fashion Sales Promotion	3
BFM 230	Retailing	3
BFM 240	Fashion Buying	3
BFM 290	Practicum	3
BFM 430	Fashion Marketing Research	3
BFM 460	Fashion Marketing Strategy/Policy	3
BFM 490	Internship	3
	Fashion Marketing Elective	3
	Fashion Marketing Elective	3
<b>Total Degree Credits</b>		<b>122</b>



# BACHELOR OF SCIENCE IN ADMINISTRATION

## MARKETING MAJOR

### General Studies Requirements: (22 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
MAT 220	Methods of Calculus	4
MAT 221	Probability and Statistics	3
COA 110	Public Forum	3
BUS 228	Business Communication	3

### General Elective Requirements: (32 credits)

History/Behavioral Science Elective	3
History/Behavioral Science Elective	3
Science Elective	4
Science Elective	4
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3

### Computer Science Requirements: (6 credits)

CSC 200	Introduction to Computer Applications	3
CSC 315	Information System Structures	3

### Related Business Requirements: (36 credits)

ACC 201	Accounting I	3
ACC 202	Accounting II	3
BFI 311	Corporate Finance	3
BUS 170	Microeconomics	3
BUS 171	Macroeconomics	3
BUS 212	Business Law I	3
BUS 213	Business Law II	3
BUS 250	Principles of Management	3
BUS 340	Organizational Behavior	3
BUS 422	Quantitative Business Analysis	3
BUS 450	Business and Society	3
	Business Elective	3

### Marketing Requirements: (27 credits)

MKT 250	Principles of Marketing	3
MKT 305	Consumer Marketing	3
MKT 311	Marketing Management	3
MKT 321	Sales Management	3
MKT 350	Advertising	3
MKT 425	International Marketing	3
MKT 430	Market Research	3

MKT 455	Industrial Marketing	3
MKT 460	Marketing Strategy and Planning	3
Total Degree Credits		123

**NOTE:** Students should schedule courses at the 100 and 200 level in their freshman and sophomore semesters.

## BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

### General Studies Requirements: (33 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
MAT 115	Trigonometry and Analytical Geometry	4
MAT 210	Calculus I	4
MAT 211	Calculus II	4
COA 110	Public Forum	3
COA 225	Technical Writing	3
COA 462	Advanced Technical Writing	3
HUM 301	Creative Thinking	3

### General Elective Requirements: (25 credits)

Behavioral Science Elective	3
Science Elective	4
History/Political Science Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3
Free Elective	3

### Related Business Requirements: (24 credits)

ACC 201	Accounting I	3
ACC 202	Accounting II	3
BFI 311	Corporate Finance	3
BUS 170	Microeconomics	3
BUS 171	Macroeconomics	3
BUS 250	Principles of Management	3
BUS 340	Organizational Behavior	3
BUS 460	Business Policy	3

### Computer Science Requirements: (42 credits)

CSC 155	Computer Languages I	4
CSC 156	Computer Languages II	4
CSC 200	Introduction to Computer Applications	3
CSC 255	Business Applications Software	4
CSC 280	Structured Systems Analysis	3
CSC 315	Information System Structures	3

CSC 360	Data Structures	4
CSC 370	Computer Operating Systems	4
CSC 445	Data Communications	4
CSC 460	Computer Data Bases	3
CSC 490	Advanced Practicum	3
CSC 495	Senior Project	3
Total Degree Credits		124

## BACHELOR OF SCIENCE IN COMPUTER SCIENCE

### General Studies Requirements: (41 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
MAT 115	Trigonometry and Analytical Geometry	4
MAT 210	Calculus I	4
MAT 211	Calculus II	4
MAT 312	Differential Equations	4
MAT 313	Numerical Analysis	4
COA 110	Public Forum	3
COA 225	Technical Writing	3
COA 462	Advanced Technical Writing	3
HUM 301	Creative Thinking	3

### General Elective Requirements: (18 credits)

Behavioral Science Elective	3
Economics Elective	3
History/Political Science Elective	3
Free Elective	3
Free Elective	3
Free Elective	3

### Related Business Requirements: (6 credits)

ACC 201	Accounting I	3
BUS 250	Principles of Management	3

### Computer Science Requirements: (59 credits)

CSC 150	Introduction to Computer Technology	4
CSC 155	Computer Languages I	4
CSC 156	Computer Languages II	4
CSC 205	Fundamentals of Electronics	3
CSC 220	Microprocessors	4
CSC 255	Business Applications Software	4
CSC 260	Computer Architecture	4
CSC 280	Structured Systems Analysis	3
CSC 345	Assembly Language Programming	4
CSC 360	Data Structures	4
CSC 370	Computer Operating Systems	4
CSC 445	Data Communications	4



CSC 455	C Programming Language	4
CSC 460	Computer Data Bases	3
CSC 481	Seminar in Electronics/Computers	3
CSC 490	Advanced Practicum	3
Total Degree Credits		124

## BACHELOR OF SCIENCE IN PROFESSIONAL STUDIES

### ADMINISTRATION MAJOR

This program is open only to Associate degreed students whose major field was other than Business Administration or Management. It provides a path by which graduates of technical and professional programs can obtain a Bachelor's degree in Administration to complement their two-year specialization.

#### General Studies Requirements: (9 credits)

MAT 221	Probability and Statistics	3
	Free Elective	3
	Free Elective	3

#### Computer Science Requirements: (6 credits)

CSC 200	Introduction to Computer Applications	3
CSC 315	Information Systems Structures	3

#### Related Business Requirements: (9 credits)

ACC 201	Accounting I	3
ACC 202	Accounting II	3
BFI 311	Corporate Finance	3

#### Business Administration Requirements: (36 credits)

BUS 250	Principles of Management	3
BUS 310	Legal Environment of Business	3
BUS 315	Current Economic Issues	3
BUS 340	Organizational Behavior	3
BUS 350	Human Resource Management	3
BUS 415	Economic and Public Policy	3
BUS 422	Quantitative Business Analysis	3
BUS 450	Business and Society	3
BUS 460	Business Policy	3
	Business Elective	3
	Business Elective	3
	Business Elective	3
Total Degree Credits		60

# DIVISION OF HOTEL, RESTAURANT, AND TOURISM MANAGEMENT

## ASSOCIATE OF SCIENCE

### HOTEL AND RESTAURANT MANAGEMENT OPTION

#### General Studies Requirements: (12 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
COA 110	Public Forum	3

#### General Elective Requirements: (14 credits)

History/Behavioral Science Elective	3	
History/Behavioral Science Elective	3	
SCI 130	General Chemistry I and Lab	4
SCI 131	General Chemistry II and Lab	4

#### Computer Science Requirements: (3 credits)

CSC 200	Introduction to Computer Applications	3
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#### Tourism and Travel Management Requirements: (3 credits)

TTA 100	Introduction to Tourism and Travel Administration	3
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#### Hotel and Restaurant Management Requirements: (42 credits)

HRM 100	Introduction to Hospitality Industry	3
HRM 110	Sanitation and Safety	3
HRM 130	Principles of Hospitality Organization and Administration	3
HRM 140	Front Office Management	3
HRM 150	Food and Beverage Management	3
HRM 180	Hospitality Purchasing	3
HRM 190	Internship I	3
HRM 210	Communications/Supervisory Development II	3
HRM 244	Property Management	3
HRM 245	Principles of Food Production	4
HRM 250	Quantity Food Management	4
HRM 265	Personnel Management in the Hospitality Industry	3
HRM 270	Hospitality Marketing and Sales	3
HRM 290	Internship II	3

Total Degree Credits	76
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## BACHELOR OF SCIENCE

### HOTEL AND RESTAURANT MANAGEMENT MAJOR

#### General Studies Requirements: (15 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
COA 110	Public Forum	3
COA 225	Technical Writing	3

<b>General Elective Requirements: (14 credits)</b>		
History/Behavioral Science Elective		3
History/Behavioral Science Elective		3
SCI 130	General Chemistry I and Lab	4
SCI 131	General Chemistry II and Lab	4
<b>Computer Science Requirements: (3 credits)</b>		
CSC 200	Introduction to Computer Applications	3
<b>Tourism and Travel Administration Requirements: (3 credits)</b>		
TTA 100	Introduction to Tourism and Travel Administration	3
<b>Hotel and Restaurant Management Requirements: (87 credits)</b>		
HRM 100	Introduction to Hospitality Industry	3
HRM 110	Sanitation Management	3
HRM 130	Principles of Hospitality Organization and Management	3
HRM 140	Front Office Management	3
HRM 150	Food and Beverage Management	3
HRM 180	Hospitality Purchasing Management	3
HRM 190	Internship I	3
HRM 210	Communications/Supervisory Development II	3
HRM 244	Property Management	3
HRM 245	Principles of Food Production	4
HRM 250	Quantity Food Management	4
HRM 265	Personnel Management in the Hospitality Industry	3
HRM 270	Hospitality Marketing and Sales	3
HRM 290	Internship II	3
HRM 310	Law for Innkeepers	3
HRM 315	Computer Systems in the Hospitality Industry	3
HRM 320	Hospitality Engineering Systems	3
HRM 330	Financial Accounting for the Hospitality Industry I	3
HRM 340	Financial Accounting for the Hospitality Industry II	3
HRM 350	Customer Service Strategies	3
HRM 370	Strategic Marketing and Planning in Hospitality	3
HRM 390	Internship III	3
HRM 410	Managerial Accounting for the Hospitality Industry	3
HRM 450	Food Service Equipment and Layout Design	3
HRM 460	Industry Risk Management	3
HRM 470	Convention Sales and Management	3
HRM 480	Catering/Gourmet Foods	4
HRM 481	Seminar	3
HRM 490	Internship IV	3
<b>Total Degree Credits</b>		<b>125</b>



# BACHELOR OF SCIENCE

## TOURISM AND TRAVEL ADMINISTRATION MAJOR

### General Studies Requirements: (21 credits)

ENG 101	English Composition	3
ENG 102	English Composition/Studies in Literature	3
MAT 110	College Algebra	3
COA 110	Public Forum	3
COA 225	Technical Writing	3
LAN 110	Spanish I	3
LAN 111	Spanish II	3

### General Elective Requirements: (14 credits)

History/Behavioral Science Elective	3
History/Behavioral Science Elective	3
Science Elective	4
Science Elective	4

### Computer Science Requirements: (3 credits)

CSC 200	Introduction to Computer Applications	3
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### Hotel and Restaurant Management Requirements: (9 credits)

HRM 100	Introduction to the Hospitality Industry	3
HRM 330	Financial Accounting for the Hospitality Industry I	3
HRM 340	Financial Accounting for the Hospitality Industry II	3

### Tourism and Travel Administration Requirements: (75 credits)

TTA 100	Introduction to the Tourism and Travel Industry	3
TTA 120	Touristic Geography	3
TTA 130	Airline Transportation and Reservation Systems	3
TTA 160	Shipping and Cruises	3
TTA 170	Travel Agency Administration	3
TTA 190	Internship I	3
TTA 210	Land Transportation and Reservation Systems	3
TTA 220	Travel and Tourism Personnel Management	3
TTA 230	Travel Agency Automation	3
TTA 250	Travel Marketing Techniques	3
TTA 260	Tourism Planning and Development	3
TTA 270	Group Tour Procedure	3
TTA 280	Comparative Tourism	3
TTA 290	Internship II	3
TTA 300	Travel Industry Law	3
TTA 320	Theme Park Operation and Management	3
TTA 330	Recreational Tourism and Hospitality	3
TTA 360	Tour Management	3
TTA 380	World Tourist Attractions and Destinations	3
TTA 390	Internship III	3
TTA 400	Seminar in Tourism and Travel	3
TTA 430	Travel Agency Management	3
TTA 470	Trends in Tourism and Travel	3
TTA 480	Wholesale Tour Systems	3
TTA 490	Internship IV	3

Total Degree Credits

122

## **XI. COURSE DESCRIPTIONS**

### **DIVISION OF ARTS AND SCIENCES**

#### **ART/DESIGN**

- ART 105      DRAWING I**  
A course designed to help students visualize their thoughts into drawings, beginning with the fundamentals of drawing, to free-hand drawing of three dimensional objects. 3 credit hours.
- ART 106      DRAWING II**  
Basic training in commercial drawing, including perspective layout and design, and creative problems in composition. Both visual observation and basic skills are stressed. 3 credit hours.
- ART 120      DESIGN FUNDAMENTALS I**  
An introduction to the study of line, form, color, and texture with emphasis on the organization of these elements into composition. The course is aimed toward guiding students to an ideal maximum freedom of expression for communicating through graphic design. 3 credit hours.
- ART 121      DESIGN FUNDAMENTALS II**  
A continuation of ART 120. 3 credit hours.
- ART 145      ENVIRONMENTAL DESIGN**  
Basic theory and techniques of environmental design in a two-dimensional form. Areas of interest include interior design, landscape, architecture, and urban planning. 3 credit hours.
- ART 146      ENGINEERING GRAPHICS I**  
A course which provides instruction for the student to take basic three-dimensional objects and reduce them to understandable plan and elevation drawings with the appropriate indicators for size and materials. Students learn to sketch objects in a simple, three-dimensional manner, thereby "visualizing" concepts from the imagination. 3 credit hours.
- ART 147      ENGINEERING GRAPHICS II**  
A continuation of ART 146. 3 credit hours.
- ART 210      LIFE DRAWING I**  
Through the use of the live model and lectures in basic anatomy, the course examines drawing both as an act of creating independent works of art and as preparatory process in the creation of a finished work. Figure drawing stressing the use of light, and proportion. 3 credit hours.
- ART 211      LIFE DRAWING II**  
A continuation of ART 210. 3 credit hours.

- ART 223 FASHION ILLUSTRATION**  
Developing awareness of design needs in the fashion world through color, fabrics, and figure proportions. Developing designer's sketches with emphasis on drawing and design rendering. 3 credit hours.
- ART 225 COMPUTER GRAPHICS I**  
An introduction to the variety of graphics that can be generated by computers. Hands-on experience producing computer generated graphics. Lab fee - \$30.00. 3 credit hours.
- ART 226 COMPUTER GRAPHICS II**  
A continuation of ART 225. 3 credit hours.
- ART 230 PHOTOGRAPHY**  
Fundamentals of photography, including picture-taking, developing, and print-making. Lab fee - \$30.00. 3 credit hours.
- ART 231 ADVANCED PHOTOGRAPHY**  
Further study of photography as an art form; includes use of color in photography, experimentation in composition, and techniques of processing. Lab fee - \$30.00. 3 credit hours.
- ART 242 THREE-DIMENSIONAL DESIGN**  
Materials and methods for building three-dimensional forms are explained and demonstrated. Areas of interest range from abstract sculpture in stone carving to three-dimensional models of products to architectural models. Students develop three-dimensional projects from those offered in one of the above areas based on their individual interests. 3 credit hours.
- ART 261 COLOR THEORY I**  
Through the use of acrylics and various tools and techniques, basic technical skills and color relationships are learned. Ample opportunity exists for individual expression. 3 credit hours.
- ART 262 COLOR THEORY II**  
A continuation of ART 261. 3 credit hours.
- ART 265 ILLUSTRATION**  
An advanced drawing class stressing personal and creative use of tools and techniques to illustrate stories, magazine articles, record covers, etc. 3 credit hours.
- ART 267 PORTFOLIO AND EXHIBITION**  
The graduating student majoring in Art/Design evaluates and prepares past work for a portfolio. The portfolio is to consist of original work and 35mm slides. New work is produced to round out the individual "portfolio personality." A resume is composed and printed. All of the work is then presented in a student exhibition during final exam week. The student designs and prints posters, invitations, and programs for the exhibition. 3 credit hours.



**ART 299**

**DIRECTED STUDIES IN DESIGN**

**ART 330**

**COLOR PHOTOGRAPHY**

Advanced study in the use of color in photography; includes processing of color negatives and slides. Coordinated work with certain other art and fashion classes is required. Prerequisite: ART 231. Lab fee - \$30.00. 3 credit hours.

**BEHAVIORAL SCIENCE**

**BEH 100**

**SEMINAR IN SUBSTANCE ABUSE**

The study of the role of alcohol and other potentially abusive substances in contemporary American society including an historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the prevention and treatment of abuse problems. 1 credit hour.

**BEH 110**

**INTRODUCTION TO SOCIOLOGY**

A survey course designed to introduce the student to the science of sociology. Fundamental concepts and terminology used in the field, description and analysis of social relationship and group life, culture change, the process of social interaction are discussed. 3 credit hours.

**BEH 150**

**INTRODUCTION TO PSYCHOLOGY**

A study of the scopes and methods of psychology with a view to understanding the human organism, the basic phases of human behavior, and the relevance of psychology in contemporary society. 3 credit hours.

**BEH 160**

**CHILD DEVELOPMENT I**

A survey of the major concepts and theories of child development from infancy through middle childhood. 3 credit hours.

**BEH 161**

**CHILD DEVELOPMENT II**

A survey of the major concepts and theories of child development during adolescence. 3 credit hours.

**BEH 210**

**INTRODUCTION TO ANTHROPOLOGY**

A survey of the principles and area of study related to anthropology including physical, social, and cultural anthropology. 3 credit hours.

**BEH 220**

**FAMILY AND SOCIETY**

Study of the institutional character of the family, its history and relationship to other institutions. Problems for premarital concerns, internal dynamics of family life, children, and divorce are discussed. 3 credit hours.

**BEH 225**

**HUMAN SEXUALITY**

Anatomy and physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality will be explored in this course. 3 credit hours.

- BEH 235 CONTEMPORARY SOCIAL PROBLEMS**  
A presentation of methods of identifying social problems. Analysis of such problems as crime, youth, drug abuse, discrimination, and disadvantage, family disorganization, ecology, and armed conflict are discussed. Prerequisite: BEH 110. 3 credit hours.
- BEH 260 PERSONALITY THEORY**  
A study of the major theories which are concerned with the composition and the determinants of the human personality. The theories examined include: psychoanalytic theories, self-theory, self-actualization theory, trait theories, and social learning theory. 3 credit hours.
- BEH 270 HUMAN MOTIVATION**  
A study of the major theories (clinical as well as experimental) which are concerned with the "why" of human behavior. The theories examined include: psychoanalytical theory, cognitive-consistency theories, achievement motivation theory, and attribution theory. 3 credit hours.
- BEH 349 INTRODUCTION TO APPLIED COUNSELING**  
Focus is on developing counseling competencies and specialized skills and techniques used in counseling process for individuals and groups. 3 credit hours.
- BEH 355 PRINCIPLES OF LEARNING**  
A study of behavioristic, cognitive, and information processing accounts of the acquisition, organization and utilization of information. The topics examined include: classical conditioning, instrumental conditioning, observational learning, and memory. 3 credit hours.
- BEH 360 SOCIAL PSYCHOLOGY**  
A study of the processes underlying and resulting from group interactions. The topics examined include: persuasion, conformity, aggression, prejudice, interpersonal evaluation, and interpersonal attraction. 3 credit hours.
- BEH 370 ABNORMAL PSYCHOLOGY**  
A study of maladaptive behavior patterns and the therapeutic procedures used to treat such patterns. The maladaptive behavior patterns which are examined include: the neuroses, psychosociological disorders, personality disorders, affective disorders, schizophrenia, and paranoia. 3 credit hours.
- BEH 490 SEMINAR IN PSYCHOLOGY**  
A study of selected and specialized topics in the field of psychology. 3 credit hours.
- BEH 491 SEMINAR IN SOCIOLOGY**  
A study of selected and specialized topics in the field of sociology. 3 credit hours.

## COMMUNICATIONS

### COA 101

#### STUDY SKILLS

Study Skills is a course for those who wish to acquire a variety of study strategies or to improve study habits consistent with their learning styles. Throughout the course, students use a textbook from a course they are enrolled in to learn how to directly apply the strategies modeled. This wholistic approach is emphasized through organization of time and ideas. There are no prerequisites. This course offers individual instruction. It must be successfully completed by all students on academic probation. Lab fee - \$200.00. 1 credit hour. *3 Cr.*

### COA 103

#### DEVELOPMENTAL WRITING

This is a writing immersion course which addresses individual weaknesses and strengths. This course is process oriented, with a research paper as its final project. Prerequisite to English Skills. Lab fee - \$200.00. 1 credit hour.

### COA 104

#### INTRODUCTION TO COLLEGE READING I

This course teaches basic reading and study skills to prepare students for college level work. Placement in this course is determined by assessment tests and/or referral. Lab fee - \$200.00. 1 credit hour.

### COA 105

#### EFFECTIVE READING II

Teaches reading strategies that an active reader needs in order to master college level course work. Increases reading speed, vocabulary knowledge, improves analytical, inferential, and critical reading abilities. Placement in Effective Reading is determined by assessment tests and/or referral. Lab fee - \$200.00. 1 credit hour.

### COA 107

#### MATH AND PROBLEM SOLVING

Develops basic strategies and skills in math, and pre-algebra. Prerequisite to Math Skills. Lab fee - \$200.00. 1 credit hour.

### COA 110

#### PUBLIC FORUM

A practical study in effective communication. Emphasis on the use of the medium of spoken language in the creation of meaning and on interpersonal communication, especially in the context of large groups. 3 credit hours.

### COA 225

#### TECHNICAL WRITING

A practical course in planning and writing effective technical and business communications. Assignments include written projects from basic technical notes to specialized forms of research. Prerequisite: ENG 101. 3 credit hours.



**COA 305****INTERPERSONAL COMMUNICATION**

This course examines the nature of the communication process as it occurs in the "one-to-one" (dyad) context. Emphasized are such concepts as the impact of socialization on the acquisition of language, beliefs and values, and the self-concept formation. The design of the course embraces the emergent structure and spontaneous experiential methods as well as traditional lecture/discussion. Prerequisite: COA 110. 3 credit hours.

**COA 462****ADVANCED TECHNICAL WRITING**

A course in communicating technical information and concepts to diverse audiences. Prerequisite: COA 225. 3 credit hours.

**ENGLISH****ESL 100****ESL READING/WRITING**

This course emphasizes reading/writing for foreign students to prepare for college-level composition skills through vocabulary development and interpretation of reading passages. Students utilize vocabulary and develop good expository essays in response to the readings. Individualized work is required in the lab. Lab fee - \$200.00. 3 hours of instruction. 1 hour of lab.

**ENG 100****ENGLISH SKILLS**

A course in basic writing, grammar, and sentence structure as a prerequisite for ENG 101 when required. Students must pass this class with a "C" in order to qualify for ENG 101. 3 credit hours.

**ENG 101****ENGLISH COMPOSITION**

A course in clear, effective expression which is designed to develop ability in composition. Students study the essay and are trained in the use of library materials for preparing research papers. 3 credit hours.

**ENG 102****ENGLISH COMPOSITION/STUDIES IN LITERATURE**

A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres and do critical reading and writing. Prerequisite: ENG 101. 3 credit hours.

**ENG 211****THE SHORT STORY**

A survey of major short story writers and themes. 3 credit hours.

**ENG 230****STUDIES IN AMERICAN LITERATURE I**

A study of major American authors through 1865 with an emphasis on Romanticism. 3 credit hours.

**ENG 240****STUDIES IN BRITISH LITERATURE I**

A study of the major British authors up to the Neo-Classical Period. 3 credit hours.

- ENG 255**      **TOPICS IN LITERATURE I**  
A study of selected themes in poetry, prose, and drama.  
3 credit hours.
- ENG 260**      **GREAT BOOKS I**  
An interdisciplinary approach in which students will read and report on selected works from the Great Books list selected by the Humanities Faculty. 3 credit hours.
- ENG 300**      **THE BIBLE AS LITERATURE**  
An investigation of literary forms used in the Scriptures, such as parable, allegory, lyric poetry, as well as dramatic, narrative, midrashic, apocalyptic, and prophetic. 3 credit hours.
- ENG 312**      **THE MODERN NOVEL**  
A study of significant American, British, and Continental novels from the 18th Century to the present. 3 credit hours.
- ENG 320**      **WORLD DRAMA**  
A study of dramatic literature from the Greeks to the present including such dramatists as Sophocles, Shakespeare, Moliere, Ibsen, Pirandello, and Miller. 3 credit hours.
- ENG 330**      **STUDIES IN AMERICAN LITERATURE II**  
A study of major American authors from 1865 to the present, emphasizing Naturalism and Realism. 3 credit hours.
- ENG 340**      **STUDIES IN BRITISH LITERATURE II**  
A study of the major British authors from the Neo-Classical Period to the present. 3 credit hours
- ENG 350**      **STUDIES IN POETRY**  
A survey of the genre focusing on various forms of poetry found in Eastern and Western cultures. 3 credit hours.
- ENG 355**      **TOPICS IN LITERATURE II**  
A study of selected themes and styles in the poetry, prose, and drama of world authors. 3 credit hours.
- ENG 410**      **BIOGRAPHY AND AUTOBIOGRAPHY**  
A study in ancient and modern biographies and autobiographies of individuals who have contributed to the historical and cultural development of society. 3 credit hours
- ENG 460**      **GREAT BOOKS II**  
An interdisciplinary course in which students will read, discuss, and report on selected works from the Great Books list compiled by the Humanities Faculty. 3 credit hours.

## **HEALTH AND HUMAN SERVICES**

**HHS 101**

### **FOUNDATIONS OF GERONTOLOGY**

An orientation to the field of gerontology emphasizing theories, basic concepts, individual and group needs, and major issues. Aspects included are demography, physiology, sociology, economics, environment, death and dying, legislative programs, and community resources. 3 credit hours.

**HHS 170**

### **ELDERCARE SURVEY**

A survey of institutional approaches to the care of the well and infirm aged. Included are long-term care, day care, hospices, senior centers, life care communities, and retirement housing. Also covered are the managerial aspects such as budget, staffing patterns, administration, recruitment, maintenance, governance, and regulation. 3 credit hours.

**HHS 205**

### **RETIREMENT PLANNING**

Examines the problems and prospects of retirement. Principles, practices, and materials utilized for retirement preparation in business and industry are surveyed and analyzed. 3 credit hours.

**HHS 210**

### **DEATH AND DYING**

An analysis of the nature and meanings of death. Attention is given to the philosophical, cultural, biological, psychological, social, economic, and legal aspects of death and dying. 3 credit hours.

**HHS 230**

### **SOCIAL GERONTOLOGY**

Examines the individual and group needs of the older population. Emphasis is placed on such problems as income, employment, housing, transportation, isolation, nutrition, and institutionalization. Also included are techniques for needs assessment, planning, service delivery, and development. 3 credit hours.

**HHS 260**

### **EDUCATIONAL GERONTOLOGY**

Examines the need for education in the later years, characteristics of older learners, typical services, model programs, and policies. Emphasis is given to the planning and development of educational services for the older population. 3 credit hours.

**HHS 290**

### **GERONTOLOGY PRACTICUM**

Emphasis is on program development in this practicum. Students identify a problem related to aging or older people. Then, through the application of their knowledge and skills in gerontology, students develop a proposal for problem resolution. Acceptable projects include such assignments as needs assessment methodology, program plans, policy analysis, and the art of practice in a specified area. All project assignments are approved prior to implementation. All projects are to be concluded within the duration of one semester. 3 credit hours.



**HHS 340**

**ADULT DEVELOPMENT AND AGING**

Human behavior and adaptation from a developmental perspective. Developmental theories such as stage, crises, and life cycle approaches are surveyed. Also included are the physiological aspects of normal aging such as intelligence, learning, cognition, perception, and motivation. Special attention is given to health, loss, retirement, and sexuality. 3 credit hours.

**HHS 350**

**MENTAL HEALTH AND AGING**

A survey of the mental health aspects of aging with emphasis on psychological and social adaptation to the aging process. Included are components of mental health, depression, stress, organic brain syndrome, common problems, pathology, and model programs. 3 credit hours.

**HHS 420**

**ACTIVITIES FOR THE AGED AND INFIRM**

Survey of therapeutic programs for the aged experiencing physical and/or mental disabilities. Principles, practices, and materials utilized in therapeutic programs such as reality orientation, milieu therapy, and music therapy are closely examined. 3 credit hours.

**HHS 450**

**COUNSELING THE OLDER ADULT**

Examines the fundamental techniques of counseling as they relate to special concerns and situations in the later years, such as bereavement, widowhood, retirement, depression, and chronic illness. Principles and practices of individual, family, and group counseling are also studied. 3 credit hours.

**HHS 460**

**HEALTH GERONTOLOGY**

Provides students with a basic understanding of the normal processes of aging and health in the later years. Attention is given to preventive measures, health maintenance, and model programs. The implications of chronic illness and disease for the aged, the family and community support systems are examined. 3 credit hours.

**HHS 490  
and 495**

**ADMINISTRATIVE RESIDENCY I AND II**

Emphasis is placed on facility administration in this residency. Upon assignment to an eldercare facility, the student works through the various departments of the facility, reviewing functions as well as the policies and procedures governing them. Satisfactory/unsatisfactory marks are awarded in lieu of letter grades. 6 credit hours.

**ADMINISTRATION CORE**

**HHS 500**

**ADMINISTRATION IN HEALTH AND HUMAN SERVICES**

The foundations of management science are examined from the perspectives of theorists in organizational behavior such as Weber, Taylor, Mayo, and Bales. Utilizing the case study and experiential learning methodologies, students critique principles of administration, management, and leadership styles. 3 credit hours.

- HHS 510 PERSONNEL MANAGEMENT IN HEALTH AND HUMAN SERVICES**  
Application of personnel principles and techniques in selected phases of personnel work in eldercare facilities such as employment, training, compensation, and employee relations. Includes case analysis, review of relevant literature, and development of research reports on selected topics. 3 credit hours.
- HHS 520 MANAGERIAL ACCOUNTING FOR HEALTH AND HUMAN SERVICES**  
Application of the financial accounting model for the purposes of planning and managing the assets and financial structure of eldercare facilities. Examines problems relating to the effective utilization, management, and financial control of capital. 3 credit hours.
- HHS 530 LEGAL ASPECTS OF HEALTH AND HUMAN SERVICES**  
A study of legal principles in the health care delivery system with special attention to health codes, consent, patient's rights, admission and discharge, malpractice, liability, and ethical issues. 3 credit hours.

## **AGING CORE**

- HHS 540 SOCIOLOGY OF AGING**  
An overview of the myths and stereotypes of aging and the aged, as well as concerns of the older population. Includes in-depth examination of theories in social gerontology such as disengagement, activity, social integration, aged subculture, age-stratification, and exchange. 3 credit hours.
- HHS 550 GERIATRICS**  
An examination of normal physiological changes and diseases in late life. Includes: health behavior, seeking treatment, coping with illness, and the application of this knowledge to professional practice. Students review and critique literature pertaining to wellness-oriented programs. 3 credit hours.
- HHS 560 PSYCHOLOGY OF AGING**  
An overview of theoretical bases for understanding the aged: personality, interpersonal relationships, cognition, motivation, and psychopathology. Includes principles and practices of treatment modalities, clinical issues, and research methods. 3 credit hours.
- HHS 590 SPECIAL TOPICS (non-thesis students)**  
Examination of areas of special interest in contemporary gerontology and geriatrics based on trends in theory, research, or practice. 3 credit hours.

## **SERVICE DELIVERY CORE**

**HHS 600**

### **ELDERCARE I**

A theoretical/conceptual overview of the community, focusing on the ecological, social organizational, and psychological dimensions of community. Includes in-depth treatment of the community study methodology, classical community studies, and age-segregated living environments for the elderly. 3 credit hours.

**HHS 610**

### **ELDERCARE II**

An overview of the continuum of health care for the elderly including: health maintenance, acute care, intermediate care, skilled care, and palliative care facilities. Attention is given to the unique regulatory, governance, management, architectural, and programmatic aspects of these facilities as illustrated in contemporary literature. 3 credit hours.

**HHS 630**

### **METHODS IN ELDERCARE RESEARCH**

An examination of the methods of inquiry in eldercare within the framework of gerontological theory. Includes a critique of assessment issues, experimental studies, quantitative-descriptive studies, and exploratory studies as demonstrated in gerontological literature. Students design research projects and draft proposals. 3 credit hours.

## **COMPREHENSIVE EXAMINATION**

(open to all students who successfully complete all pre-candidacy coursework)

## **OPTIONS FOR CANDIDATES**

(choose Option One, Two, or Three)

**HHS 700**

### **ADMINISTRATIVE RESIDENCY**

The student completes a 200 contact hour placement within an eldercare facility. Placement duties consist of a supervised departmental rotation. Includes written report and evaluation. Option One - 3 credit hours.

**HHS 750**

### **SPECIAL PROJECT IN GERONTOLOGICAL PRACTICE**

Based on prior approval of the student's proposal, the student prepares a demonstration project within a clinical area of aging. The project concludes with presentation before faculty. Option Two - 3 credit hours.

**HHS 775**

### **THESIS**

A scholarly inquiry utilizing primary or secondary data sources. The proposed thesis topic and design is submitted to the faculty through the student's academic advisor during the semester prior to implementation. Proposals are generally refined during the student's enrollment in HHS 630. Option Three - 6 credit hours.



## **HISTORY/POLITICAL SCIENCE**

- HPS 111      WORLD HISTORY I**  
An examination of the significant trends and influences of the Greek, Roman, Early Christian, Byzantine, Islamic, Medieval, and Non-Western civilizations. Also including the Renaissance and Reformation. 3 credit hours.
- HPS 112      WORLD HISTORY II**  
An examination of the social, political, economic, international, and cultural events pertaining to the world from the European Renaissance to the First World War. 3 credit hours.
- HPS 113      20TH CENTURY WORLD**  
World History in the 20th century. 3 credit hours.
- HPS 221      AMERICAN HISTORY I**  
A general examination of the social, political, cultural, and economic history of the United States from the "New World" to the Civil War. 3 credit hours.
- HPS 222      AMERICAN HISTORY II**  
A general examination of the social, political, cultural, economic, and international events influencing the United States from the Civil War to the present. 3 credit hours.
- HPS 225      AMERICAN GOVERNMENT**  
An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. 3 credit hours.
- HPS 230      SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES**  
A topical approach to key political and social events that have an impact on American culture. 3 credit hours.
- HPS 250      GEOGRAPHY AND WORLD AFFAIRS**  
Introduction to the interplay of geography on political and cultural events. Emphasis on current events. 3 credit hours.
- HPS 320      LATIN AMERICAN HISTORY**  
A comprehensive course that examines major historical/geographical/social features of Latin America, past and present. 3 credit hours.
- HPS 330      THE THIRD WORLD**  
An examination of the historical development of selected Asian and African countries and the current economic, social, and cultural conditions influencing their areas. 3 credit hours.
- HPS 340      SINO/RUSSIAN HISTORY**  
Mid-19th and 20th Century survey of social, cultural, political, and economic development. 3 credit hours.

- HPS 350**      **COMPARATIVE POLITICAL SYSTEMS**  
An examination of the structure of world government systems, past and present. 3 credit hours.
- HPS 360**      **THE AMERICAN EXPERIENCE**  
A view of contemporary, and historical America as seen through the "eyes" of various disciplines; e.g., social and behavioral sciences, science and technologies, film, and humanities. 3 credit hours.
- HPS 460**      **WORLD EXPERIENCE**  
A view of the historical and contemporary world as seen through "one's eyes" or various disciplines; e.g., social and behavioral sciences, science and technologies, arts, film, and humanities. 3 credit hours.
- HPS 470**      **AMERICAN FOREIGN POLICY**  
Discussion of the evolution of America's position in world affairs and the critical issues pertaining to the United States' foreign policy today. 3 credit hours.
- HPS 471**      **THE AMERICAN PRESIDENT**  
Discussion of presidential power and functions, relationship with Congress, political party involvement, public personality, and leadership. Selected presidents are used as examples. 3 credit hours.
- HPS 475**      **CONTEMPORARY INTERNATIONAL RELATIONS**  
Study of basic social, political, economic, cultural, and foreign policy issues facing the world community of the present. 3 credit hours.
- HPS 482**      **HISTORY SEMINAR**  
A series of analyses and discussions of contemporary problems in history. Individual student research and reports are required. 3 credit hours.
- HPS 483**      **POLITICAL SEMINAR**  
A series of analyses and discussions of contemporary problems in political science. Individual student research and reports are required. 3 credit hours.

## **HUMANITIES**

- HUM 101**      **ART APPRECIATION**  
An introductory course approached through ideas rather than chronology. Using modern and contemporary art as a focal point and moving back and forth in time, the course brings out subjects, themes, and stylistic tendencies that relate the present to the past. The characteristic intrinsic to each art form is explored. 3 credit hours.
- HUM 105**      **ACTING I**  
Fundamental acting exercises designed to lead the student toward credibility on the stage. 3 credit hours.

- HUM 110**      **STAGECRAFT**  
Set construction, painting, and techniques of mounting and shifting stage scenery. Knowledge of stage and theater terminology is stressed. Set on various student productions. Lab fee - \$30.00. 3 credit hours.
- HUM 201**      **LOGIC**  
An elementary course in the principles and problems of critical thinking. The relation between language and reasoning, different uses of language, and problems of meaning are emphasized. Formal principles of deductive and inductive reasoning are studied and applied. 3 credit hours.
- HUM 202**      **ETHICS**  
A systematic study of the different ethical systems as found in the writings of Aristotle, Aquinas, Kant, Dewey, etc. The principles derived will be applied to the problems of the present in individual as well as social situations. 3 credit hours.
- HUM 221**      **INTRODUCTION TO PHILOSOPHY**  
A study of the basic schools of philosophy and their close relationship with contemporary times and the problems which confront mankind, both collectively and individually. 3 credit hours.
- HUM 230**      **WORLD RELIGIONS**  
A comparative study of the world's great religions and their impact separately and collectively on the world today. 3 credit hours.
- HUM 250**      **GREAT ISSUES I**  
An interdisciplinary approach dealing with such topics as "The Nature of Man," "Education: Ends and Means," "War and Peace," and "Tyranny and Freedom." 3 credit hours.
- HUM 301**      **CREATIVE THINKING**  
An examination of different methods used in various disciplines to arrive at new insights. It considers how reasoning proceeds in particular fields such as law, science, technology, management and the arts. Focus is on procedures we can utilize in order to obtain greater intellectual flexibility. 3 credit hours.
- HUM 350**      **AMERICAN PHILOSOPHY**  
A study of the major insights of American philosophers including Edwards, Pierce, James, Royce, etc. The course will deal with the ways their (plus others) ideas helped to shape American law, politics, morals, aesthetics, and educational structures. 3 credit hours.
- HUM 399**      **COMMUNITY AWARENESS**  
An integral part of a liberal arts education is to engender a sense of responsibility. It is the purpose of this course to create such an opportunity through a pre-approved community service project. 1 credit hour.



**HUM 400****GREAT ISSUES II**

An interdisciplinary approach dealing with such topics as "Man and the Universe," "Science, Technology and Society," "Man and the Imagination," and "Faith and Morals." 3 credit hours.

**FOREIGN LANGUAGES****LAN 100****FRENCH I**

Fundamental course in the four skills of listening, speaking, reading, and simple writing. Basic grammar and vocabulary supplemented by audio-visual materials. 3 credit hours.

**LAN 101****FRENCH II**

Continuation of Elementary French I. Stress on building vocabulary and grammatical structure with practice for fluency. 3 credit hours.

**LAN 110****SPANISH I**

Fundamental course in the four skills of listening, speaking, reading, and simple writing. Basic grammar and vocabulary supplemented by audio-visual materials. 3 credit hours.

**LAN 111****SPANISH II**

Continuation of Elementary Spanish I. Stress on building vocabulary and grammatical structure with practice for fluency. 3 credit hours.

**MATHEMATICS****MAT 101****MATH FUNDAMENTALS**

A course designed for those students who lack the necessary background to immediately address college algebra. Topics include real number systems, radicals, graphing, and solving simple equations. No math credit is given for this course; however, it can be used as elective credit. 3 credit hours.

**MAT 110****COLLEGE ALGEBRA**

Topics include linear and quadratic functions, polynomial functions, systems of equations and inequalities, matrices, and determinants. Prerequisite: MAT 101 or completion of two years of high school algebra. 3 credit hours.

**MAT 115****TRIGONOMETRY AND ANALYTIC GEOMETRY**

A course designed for those students planning to take calculus. Topics include trigonometric functions, identities and equations, solutions of right and oblique triangles, and topics of plane analytic geometry. Prerequisite: MAT 110. 4 credit hours.

- MAT 117**      **PRE-CALCULUS**  
 A pre-calculus course designed primarily to prepare advanced students for calculus. Approximately 20% of this course will be devoted to algebra with the rest of the course devoted to trigonometry and analytic geometry. This course actually combines MAT 110 with MAT 115 and should only be attempted by students who have a strong mathematics background but who simply lack the formal training needed for calculus. 5 credit hours.
- MAT 200**      **METHODS OF CALCULUS**  
 A descriptive introduction to the methods and applications of differentiation and integration. Primarily for business and social science majors. Prerequisite: MAT 110. 4 credit hours.
- MAT 210**      **CALCULUS I**  
 A first course in calculus covering differentiation of algebraic and trigonometric functions, differentials, derivatives, logs, and exponential functions. Prerequisite MAT 115. 4 credit hours.
- MAT 211**      **CALCULUS II**  
 A follow-up to MAT 210 covering integration, applications of integrations, differentiation and integration of inverse functions, limits, and continuity. Prerequisite: MAT 210. 4 credit hours.
- MAT 221**      **PROBABILITY AND STATISTICS**  
 A course designed to introduce the methods of probability and statistics. Topics include laws of large numbers, discrete and continuous distributions, and sums of random variables. 3 credit hours.
- MAT 312**      **DIFFERENTIAL EQUATIONS**  
 A follow-up to MAT 211 covering integration by parts and trigonometric substitution, partial differentiation and chain rules, solution of first order differential equations, solution of linear differential equations with constant coefficients, and the use of Laplace transforms. Prerequisite: MAT 211. 4 credit hours.
- MAT 313**      **NUMERICAL ANALYSIS**  
 A follow-up to MAT 312, this course covers the numerical solutions to systems of equations. Covered is the analysis of numerical methods for approximation, integration, and solution of ordinary functions using series and other classical methods. All examples will be illustrated using PASCAL programming techniques. Prerequisite: MAT 312. 4 credit hours.
- MAT 321**      **STATISTICAL APPLICATIONS**  
 A course designed to emphasize the applications of statistics, including discrete and continuous distributions, sums of random variables, and an introduction to basic theorems of probability and statistics. Prerequisite: MAT 210. 3 credit hours.

## **FUNERAL SERVICE**

**MSC 101**

### **INTRODUCTION TO FUNERAL SERVICE**

A survey of the evolution of funeral services and a review of basic principles of funeral service. Included are fundamental requirements, sociology of funeral service, ethical obligations, at need counseling techniques, and general merchandising. 3 credit hours.

**MSC 131**

### **PRINCIPLES OF FUNERAL SERVICE**

A detailed study of the basic principles related to planning, computer utilization, implementing and directing funeral services in accordance with the psychological, pre-need counseling techniques, and the theological needs of the family. 3 credit hours.

**MSC 150**

### **FUNERAL SERVICE SANITATION**

A study of the regulatory requirements specified for embalmer and funeral directors related to preservation and protection of public health. Included are the various regulatory procedures, responsibilities, and functions of applicable local, state, and federal agencies. 3 credit hours.

**MSC 220**

### **FUNERAL SERVICE LAW**

A study of the legal aspects of funeralization with emphasis on individual state mortuary statutes, rules, and regulations pertaining to mortuaries and cemeteries. 1 credit hour.

**MSC 225**

### **MICROBIOLOGY**

A comprehensive study of the characteristics and importance of microorganisms, including classification, morphology, control, and relationship to life. Prerequisite: one science course. MSC students only. 3 credit hours.

**MSC 240**

### **FUNERAL HOME MANAGEMENT**

A survey of all aspects of the operation and management of a funeral home, based on the Federal Trade Commission/Rules and Regulatory business practices. Included are location selection and financing, construction and remodeling, recruitment and training of personnel, interior design, computer applications, and applied merchandising. 3 credit hours.

**MSC 250**

### **PATHOLOGY**

A study of the many pathological processes which bring about chemical changes that, in turn, affect embalming procedures. Included is a review of the supportive role of the embalmer/funeral director to the medical examiner relative to medicolegal investigations. 3 credit hours.

**MSC 261**

### **EMBALMING I**

A historical and technical orientation to embalming practices designed to provide the student with an understanding of the basic skills, aptitudes, and qualifications necessary for licensure. Laboratory work includes an integration of cognitive and manipulative embalming experiences. Lab fee - \$30.00. 4 credit hours.



**MSC 262****EMBALMING II**

Practical application of the cognitive and manipulative embalming skills as they relate to the anatomy, pathology, and chemistry of embalming. Special consideration is given to sanitation, special treatment, and embalming difficulties related to microbiological and traumatic deaths. Lab fee - \$30.00. 4 credit hours.

**MSC 270****RESTORATIVE ART**

A study of the techniques of anatomical sculpturing and cosmetology as they relate to restoration of the body to its natural form and color. Laboratory work will emphasize the use of specialized techniques and materials (e.g., wax, plaster, cyanoacrylate tissue grafting), and forensic anthropological skull reconstruction. Lab fee - \$30.00. 4 credit hours.

**MSC 281****FUNERAL SERVICE SEMINAR**

A continuous survey of the numerous changes and articulations within the domain of the funeral service. Real-life experiences through field trip visitations, guest speakers, and simulated religious and fraternal services with special emphasis on support systems. Student will participate in this series each semester and will receive course grade in final term. Specific seminar requirements will be designated by program coordinator. 2 credit hours.

**MSC 291****PRACTICUM**

On-site professional experience in a funeral home under the direct supervision of a licensed funeral director. 3 credit hours.

**PRE-ELEMENTARY EDUCATION****PRE 100****PRINCIPLES AND PRACTICES OF PRE-SCHOOL TEACHING**

A study of programs for young children, including principles and procedures for the development of scientific, creative, social, and cultural concepts. The course is supplemented by directed observations in pre-elementary settings. 3 credit hours.

**PRE 101****CURRICULUM MATERIALS AND ACTIVITIES**

An introduction to the pre-elementary curriculum and the development of materials and activities for each of the curriculum areas. Lab fee - \$30.00. 3 credit hours.

**PRE 130****LANGUAGE ARTS ACTIVITIES**

Emphasis on developing and using meaningful strategies for involving children in language arts experiences and encouraging pre-reading skills. Lab fee - \$30.00. 3 credit hours.

**PRE 220****MATH/SCIENCE ACTIVITIES**

Emphasis upon developing and using meaningful strategies for involving children in experiences in the fields of mathematics and science. Lab fee - \$30.00. 3 credit hours.

**PRE 240****CREATIVE ACTIVITIES**

Introduction to the use of music and art forms as a learning tool in the pre-elementary setting, with emphasis on familiarity with types of music, acquiring basic skills with certain instruments, and the use of art supplies and techniques in the pre-elementary environment. Lab fee - \$30.00. 3 credit hours.

**PRE 290****PRACTICUM IN PRE-ELEMENTARY EDUCATION**

The development of teacher competency at the pre-elementary level through systematic observation, participation and teaching under the supervision in a pre-elementary classroom. Students provide their own transportation to the pre-elementary setting. Prerequisite: successful completion of all pre-elementary core courses and permission of instructor. 3 credit hours.

**SCIENCE****SCI 104****BOTANY I - THE BOTANICAL WORLD**

Introduction to the basic concepts of life as exemplified in the plant kingdom, plant structure and function, significance of plants to humankind. Lab fee - \$30.00. 4 credit hours.

**SCI 107****BOTANY II - PLANT SYSTEMATICS**

A study of genetics, principles of classification, ecology, and geographic distribution of plants. Lab fee - \$30.00. 4 credit hours.

**SCI 110****BIOLOGY I - THE BIOLOGICAL WORLD**

Introduction to the life-supported systems of nature, emphasizing the diversity and adaptations of organisms in evolutionary perspectives. Lab fee - \$30.00. 4 credit hours.

**SCI 115****BIOLOGY II - BIOLOGICAL FORM AND FUNCTION**

Introduction to the operation of life-supported systems at all levels of organization, from biochemical to ecological. Prerequisite: SCI 110. Lab fee - \$30.00. 4 credit hours.

**SCI 125****METEOROLOGY and LAB**

A scientific study of atmospheric phenomena, weather principles, forecasting techniques, and weather information dissemination. The course is required for all aviation students and certain topics included are oriented toward flight operations. Lab work includes map analysis and forecasting. Lab fee - \$30.00. 4 credit hours.

**SCI 130****GENERAL CHEMISTRY I and LAB**

An introductory course in the basic principles of chemistry, including elements, compounds, molecular, and atomic structure. Includes two hours of laboratory work per week. Prerequisite: MAT 110. Lab fee \$30.00. 4 credit hours.

- SCI 131**      **GENERAL CHEMISTRY II and LAB**  
A basic study of organic chemistry. Students review the application of chemistry to our modern world. Included are such topics as food farm chemistry, the study of household chemicals, and the chemistry of drugs and cosmetics. Prerequisite: SCI 130. Lab fee - \$30.00. 4 credit hours.
- SCI 150**      **PHYSICS I and LAB**  
A basic study of physics which includes methods of measurement, mechanics, analysis of forces, work, power, energy, and the laws of motion. Lab fee - \$30.00. 4 credit hours.
- SCI 160**      **ANATOMY AND PHYSIOLOGY I**  
This course is designed to provide sufficient knowledge of basic anatomy and physiology to serve as a working basis for studies in Funeral Service, related fields and/or a general knowledge and appreciation of the human body as an integrated whole. Anatomy and Physiology I describes the cellular and tissue structure and function, skeletal, muscular, circular, and digestive systems. 4 credit hours.
- SCI 161**      **ANATOMY AND PHYSIOLOGY II**  
Continuation of Anatomy and Physiology I with studies of the nervous, respiratory, excretory, endocrine, and reproductive systems. 4 credit hours.
- SCI 230**      **INTRODUCTION TO ENVIRONMENTAL STUDIES**  
Energy-systems approach to human and wild environments, integrating physical, biological, and behavioral perspectives. Prerequisite: one science course. 4 credit hours.



## **DIVISION OF BUSINESS**

### **ACCOUNTING**

**ACC 201**

#### **PRINCIPLES OF ACCOUNTING I**

A study of the fundamental principles and procedures of accounting as applied to the sole proprietorship business enterprise. Emphasis is on the accounting cycle, asset valuation, income determination, and preparation of financial statement. 3 credit hours.

**ACC 202**

#### **PRINCIPLES OF ACCOUNTING II**

Continuation of Principles of Accounting I. A study of accounting principles and procedures as applied to the corporate and partnership forms of business enterprises. Prerequisite: ACC 201. 3 credit hours.

**ACC 311**

#### **INTERMEDIATE ACCOUNTING I**

A course which broadens the accounting student's knowledge of accounting theory and practice. Topics include foundations of accounting theory, the accounting process, financial statements, and a comprehensive examination of current and long-term assets. Prerequisite: ACC 202. 4 credit hours.

**ACC 312**

#### **INTERMEDIATE ACCOUNTING II**

A continuation of Intermediate Accounting I extending the coverage to current and long-term liabilities, accounting for corporations, income tax allocation, effect of changing prices, changing accounting methods, statement of changes in financial position, ratio analysis, gross margin, consignments, and installment sales. Prerequisite: ACC 311. 4 credit hours.

**ACC 321**

#### **FEDERAL TAXATION I**

A course covering the determination of the taxable income of individuals and business entities for federal income tax purposes. Emphasis is on the preparation of an individual's tax return in accordance with Internal Revenue Service regulations. Prerequisite: ACC 202. 3 credit hours.

**ACC 331**

#### **COST ACCOUNTING**

A course emphasizing cost accounting concepts, analyses, and procedures applied as a managerial tool for planning and controlling operations of a business. Topics include the accountant's role in the organization, basic cost principles, standard costs, budgeting, direct costs, overhead, job order costing, and inventory evaluation. Prerequisite: ACC 202. 3 credit hours.

**ACC 451**

#### **ACCOUNTING FOR NON-PROFIT ORGANIZATIONS**

The accounting theory and practice of non-profit organizations including hospitals, schools, and state and local governments. 3 credit hours.

**ACC 452**

**CURRENT ISSUES IN ACCOUNTING**

An examination of the latest trends in accounting theory and practice. Also covered are the current as well as the perennial controversial issues in accounting thought, with special emphasis on how business, the economy, and the world situation shapes this thought. Prerequisite: senior standing. 3 credit course.

**ACC 461**

**ADVANCED ACCOUNTING**

An advanced accounting course dealing with partnerships, ventures, segment and interim financial reporting, business combinations, multinational companies, bankruptcy, and with the specialized accounting for government entities, non-profit entities, and for estates and trusts. Prerequisite: ACC 312. 4 credit hours.

**ACC 471**

**ACCOUNTING SYSTEMS**

A course providing a basic knowledge of information systems and of their role in the performance of the accounting function in business organizations. This basic knowledge includes an understanding of the flow of accounting data, familiarity with the application of internal control, and an understanding of the use of computers in accounting information systems. Prerequisite: senior standing. 3 credit hours.

**ACC 480**

**AUDITING**

A course representing the audit standards and techniques used in audit engagements, the nature of audit evidence, professional ethics, audit reports, statistical testing, and auditing. Prerequisite: ACC 361. 3 credit hours.

**ACC 481**

**ADVANCED TOPICS IN ACCOUNTING**

Selected topics in accounting are researched and discussed with emphasis on current trends in accounting practice. 3 credit hours.

**AVIATION MANAGEMENT**

**AVM 101**

**AIR TRANSPORTATION**

A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems, and its potential. 3 credit hours.

**AVM 110**

**FLIGHT THEORY I**

Provides the student with knowledge, skill, and the aeronautical experience necessary to meet the requirements for solo flight in a single engine-land class airplane. 4 credit hours.

**AVM 111**

**FLIGHT THEORY II**

Prepares the student for the FAA written examination, oral test, and the flight test required for the private certificate with an airplane category and single engine and class rating. Prerequisite AVM 110 Flight Theory I. 4 credit hours.

- AVM 210      FLIGHT THEORY III**  
Advanced flight theory which begins preparing the student for the FAA instrument rating and the FAA commercial pilot certificate. Prerequisite: AVM 111 Flight Theory II. 4 credit hours.
- AVM 215      FLIGHT THEORY IV**  
Continues the ground training required for the FAA instrument rating and the commercial pilot certificate. Prepares the student for the FAA written test, oral test, and flight test for the instrument rating and the commercial pilot certificate. Prerequisite: AVM 210 Flight Theory III. 4 credit hours
- AVM 310      FLIGHT THEORY V**  
Methodology and requirements of flight instruction which prepare the student for the FAA flight instructor's examination. (Not required in flight option; available as an elective.) Flight training and successful completion of all requirements for the commercial flight instructor's rating are involved. 4 credit hours.
- AVM 330      AVIATION LAW**  
A study of the various conventions, agreements, and legislative acts by which national and international air transportation are governed. Included are studies of landmark court cases which have significantly affected air travel. 3 credit hours.
- AVM 340      FIXED BASE OPERATIONS MANAGEMENT**  
An analysis of all aspects of fixed base operations, including flight training, charters and rentals, contract services, transient flight operations, community relations. 3 credit hours.
- AVM 345      AIRPORT MANAGEMENT**  
A detailed study of operating and managing an airport, principally viewed from the public sector standpoint. Included are the manager's functions and responsibilities, applicable local, state, and national regulatory requirements, together with preparation of an airport's master plan. 3 credit hours.
- AVM 440      AIRLINE MANAGEMENT AND OPERATIONS**  
An analysis of contemporary management techniques applied to the airline industry, present industry problems, and flight operations. Included are aspects of scheduling, passenger service, maintenance, aircraft selection, advertising, and labor relations. 3 credit hours.
- AVM 481      AVIATION SEMINAR**  
A series of analyses and discussions of contemporary management problems in aviation. Individual student research and reports are required. Guest speakers are utilized. 3 credit hours.



## **BANKING AND FINANCE**

**BFI 311**

### **CORPORATE FINANCE**

The theories, practices, procedures, and problems involved in modern corporate financial management; financial analysis common to investment and business financial management decisions with special attention to the analysis of corporate equity and debt securities. Prerequisite: ACC 201 and ACC 202. 3 credit hours.

**BFI 321**

### **INVESTMENTS**

Role of investment banking in the financial organization, investment banking houses, relations of investment banking to other financial institutions, regulation of investment banking and the security markets, and current problems and developments in investment banking. Prerequisite: ACC 201. 3 credit hours.

**BFI 352**

### **MONEY, BANKING, AND MONETARY POLICY**

Nature, functions, and sources of money, domestic and international features of monetary systems, monetary and banking history, financial institutions and markets, commercial and central banking, monetary theory and policy, and their relationship to fiscal policy. Prerequisite: ACC 201. 3 credit hours.

**BFI 362**

### **PUBLIC FINANCE**

An examination of the rationale for government expenditures, budgeting, various methods of financing government expenditures such as taxing, borrowing, creating money and charging users, the impact of government expenditures, and of various methods of financing them upon the performance of the economy. Prerequisite: ACC 201. 3 credit hours.

**BFI 451**

### **REAL ESTATE INVESTMENTS AND FINANCE**

Fundamental problems and principles involved in the organization, management, and control of real estate operations. Analysis of real estate financing, including sources and procedures for financing different types of real estate. Prerequisite: ACC 201. 3 credit hours.

## **FASHION MARKETING**

**BFM 100**

### **INTRODUCTION TO THE FASHION BUSINESS**

An examination of the fashion resources and the scope of fashion career opportunities. Economic and social factors that influence consumer demand, apparel designers, and production and distribution of fashion goods are explored. The student develops a comprehensive understanding of the fashion industry in terms of trends, terminology, and basic merchandising principles, developing a total awareness of fashion and its application in the business world. 3 credit hours.

**BFM 120****TEXTILES**

A comprehensive understanding of the processes involved in the formation of fabrics. The course focuses on the identification and the analysis of fibers, yarns, constructions, color, design, and finishes. There are opportunities for involvement with current fashion fabrics and mastery of basic terminology and federal regulations necessary for decision-making at the designing and buying levels. 3 credit hours.

**BFM 140****FASHION COORDINATION AND PRODUCTION**

The student acquires knowledge of the cosmetic industry, the use and applications of cosmetics, the basics of wardrobe coordination, and the importance of creating a positive self-image. Fashion shows and their place in retail sales are examined. Class projects require research, analysis, and forecasting of fashion trends. Coordination and presentation of a fashion show production or clinic is required. 3 credit hours.

**BFM 215****FUNDAMENTALS OF FASHION PRODUCTS**

An analysis of fashion creators and apparel design, including the quality of materials and workmanship in men's, women's, and children's apparel. Included in the course are the fashion accessories industry and a study of products designed for the home, focusing on effective methods of selling and merchandising. 3 credit hours.

**BFM 225****FASHION SALES PROMOTION**

A study of the basic principles involved in promoting and selling fashion. An analysis of fashion advertisements and displays are incorporated as the student determines rationale, marketing methodology, media use, and budget in the preparation of a complete sales promotion plan. 3 credit hours.

**BFM 230****RETAILING**

Examination of the organization and operation of retail establishments. Concentration is placed on markup, pricing, stock turn, sales and stock planning, and the selling of services as well as goods. 3 credit hours.

**BFM 240****FASHION BUYING**

The student focuses on the role of the buyer and merchandising buying techniques in the planning, buying, and controlling of merchandise assortments. Consumer buying habits and the motivation of consumers in terms of implications for retail buying are analyzed. Retailing math is incorporated throughout the course. 3 credit hours.

**BFM 270****FASHION INDUSTRY TOUR**

The seminar, held in a fashion center, consists of an orientation to the city and seminars in a variety of areas by professionals in the field of sales, apparel design, fashion retail, advertising, the garment workers' union, apparel manufacturing, and journalism, providing an overview of the fashion industry at work. Discussion and required written projects focus on current topics of concern to the primary market, secondary market, and retailers. Enrollment is limited. Prerequisite: Permission of instructor. 3 credit hours.

**BFM 280****FASHION SEMINAR**

Discussion and analysis of advanced topics relative to fashion, with emphasis on current market situation in the industry. The case study method is employed to enrich lectures, demonstrations, and with guest speakers focusing on the decision-making process and applying knowledge obtained from prior fashion merchandising courses. Prerequisite: Permission of instructor. 3 credit hours.

**BFM 290****PRACTICUM**

This course summarizes the fashion merchandising program with work experience in a local retail setting. Under the supervision of the instructor and employer, the student gains practical experience in merchandising. Prerequisite: Permission of instructor. 3 credit hours.

**BFM 430****FASHION MARKETING RESEARCH**

Study of marketing research methods utilized in the fashion industry. Topics include the structuring of data collection and analysis, forecasting of fashion trends, research project design, and interpretation of results. Prerequisites: MKT 311 and MAT 221. 3 credit hours.

**BFM 460****FASHION MARKETING STRATEGY AND POLICY**

A project-oriented course focusing on analysis, establishing objectives, budgeting, media selection, and design. A culmination of prior fashion marketing coursework dealing with multi-media strategies used to market fashion apparel and accessories. Prerequisite: BFM 430. 3 credit hours.

**BFM 490****INTERNSHIP**

Advanced on-the-job experience. Prerequisite: Senior standing; permission of program coordinator. 3 credit hours.



## **BUSINESS ADMINISTRATION**

**BUS 100**

### **INTRODUCTION TO BUSINESS**

Introduces the student to the broad areas of business. Topics include business management, business operations, financial management, quantitative methods, marketing management, and international business. This is an elective course for NON-BUSINESS MAJORS ONLY. 3 credit hours.

**BUS 170**

### **MICROECONOMICS**

Introduces the student to the basic principles of microeconomics which is concerned with the interrelationship of individual business firms, industries, consumers, workers, and other factors of production that comprise a modern economy. 3 credit hours.

**BUS 171**

### **MACROECONOMICS**

Introduces the student to the basic principles of macroeconomic concepts and their importance in our economy. Concepts include national income, total consumption, total investment and the influence of the nation's economy upon contemporary social problems. 3 credit hours.

**BUS 212**

### **BUSINESS LAW I**

An introduction to business law with primary attention given to contracts, agency, negotiable instruments, and sales. 3 credit hours.

**BUS 213**

### **BUSINESS LAW II**

A continuation of business law topics with emphasis on business organization, personal and real property, estates, and bankruptcy. Prerequisite: BUS 212. 3 credit hours.

**BUS 228**

### **BUSINESS COMMUNICATION**

A study of the principles and practices underlying administrative communications. Beginning with an exploration of the needs of a communication system within organizations, the course focuses on the nature and effects of organization design, interpersonal and role-based communication behaviors, problem-solving, and motivation. Techniques in written and oral communication are included. Prerequisite: ENG 101. 3 credit hours.

**BUS 250**

### **PRINCIPLES OF MANAGEMENT**

A study of the development of managerial thought and an analysis of managerial functions. Consideration is given to the functions of planning, organizing, coordinating, and controlling in the practice of supervisory and middle management. 3 credit hours.

**BUS 261**

### **RETAILING**

An examination of the evolution of retail establishments. Current trends in retailing and management problems are investigated, together with the functions and role of the retailer. 3 credit hours.

**BUS 310**

**LEGAL ENVIRONMENT OF BUSINESS**

Examination of the nature of law and the formation and application of legal principles, the role of society, the legal environment in which business operates, government taxation, regulation of commerce, competition and labor-management relations, the concept of property and its creation, transfer, and importance to our business society. This is an elective course for NON-BUSINESS MAJORS ONLY. 3 credit hours.

**BUS 315**

**CURRENT ECONOMIC ISSUES**

An analysis of specific economic problems dealing with poverty, economic development, international economic and other contemporary issues. 3 credit hours.

**BUS 340**

**ORGANIZATIONAL BEHAVIOR**

Analysis of organizational behavior based upon theory and research in the behavioral sciences and applied to management of organizations. Concepts include human motivation, structural environment and social factors influencing behavior, conflict, leadership style, and factors involving the dynamics of organizations. Prerequisite: BUS 250. 3 credit hours.

**BUS 350**

**HUMAN RESOURCE MANAGEMENT**

A comprehensive study of the practice of modern manpower management. Areas of concentration include employee recruitment, placement, and development, performance appraisal techniques, compensation systems, employee benefits design, and training program design and evaluation. Prerequisite: BUS 250. 3 credit hours.

**BUS 415**

**ECONOMIC AND PUBLIC POLICY**

Economics of the public sector, federal taxing, spending, borrowing. Prerequisites: BUS 170 and BUS 171. 3 credit hours.

**BUS 422**

**QUANTITATIVE BUSINESS ANALYSIS**

Application of quantitative analysis to business problems. Topics include: linear programming, simplex method, networking, integer programming, simulation, queuing theory, and Markov analysis. Prerequisite: MAT 221. 3 credit hours.

**BUS 430**

**LABOR RELATIONS**

A study of the collective bargaining process and its impact on the economy. Included are case studies and arbitration cases in the private and public sectors. Prerequisite: BUS 350. 3 credit hours.

**BUS 450**

**BUSINESS AND SOCIETY**

Analysis of forces external to the firm which influence its goals, structure, and operation. Includes legal and regulatory constraints, the social, political, technological factors that influence managerial and non-managerial behavior in the firm and the firm's impact on society. Prerequisites: BUS 250, BUS 340, BUS 350. 3 credit hours.

**BUS 460****BUSINESS POLICY**

Theory and practice of determining and implementing policy. Actual case studies of business organizations, including the determination of top-level company policy in such functional areas as finance, marketing, and productions are studied. Prerequisites: BUS 250, BFI 311, and senior standing. 3 credit hours.

**BUS 481****BUSINESS SEMINAR**

Special topics in Business to be selected as appropriate in the semester the course is offered. Prerequisites will vary and permission of the instructor is required. 3 credit hours.

**COMPUTER SCIENCE****CSC 150****INTRODUCTION TO COMPUTER TECHNOLOGY**

An introduction to the fundamental logical concepts related to the stored program logical engine. Provides the fundamentals of digital computers upon which specializations are later built. Topics covered include the concepts of storage, arithmetic logic, sequential control of binary instructions, and interrupt actions. Separate laboratory sessions include the operation and programming of a popular microcomputer. Lab fee - \$30.00. 4 credit hours.

**CSC 155****COMPUTER LANGUAGES I**

Provides the foundations necessary for the study of structured programming languages. Topics include the aspects of syntax, semantics, and structure related to high level programming languages. Also covered is the analysis of data types and the establishment of array and control structures. Separate laboratory assignments are required that involve programming projects to reinforce theory using a contemporary structured programming language. Prerequisite: CSC 150. Lab fee \$30.00. 4 credit hours.

**CSC 156****COMPUTER LANGUAGES II**

A continuation of course CSC 155, studying structured program design, including the advanced aspects of recursiveness, advanced data types, and real-time considerations. Separate laboratory assignments are required using a contemporary structured programming language. Prerequisite: CSC 155. Lab fee \$30.00. 4 credit hours.

**CSC 200****INTRODUCTION TO COMPUTER APPLICATIONS**

An introduction to computers and to how their application can be used as a tool in business and society. The course prepares the student to understand the many facets associated with the application of computers and provides an opportunity to develop the skills necessary to utilize computers as a tool in both their professional and personal environments. Lab fee - \$30.00. 3 credit hours (for non-computer majors only).



**CSC 205**

**FUNDAMENTALS OF ELECTRONICS**

An introductory electronics course covering the fundamental concepts of electronics with emphasis on the basic principles, terminology, devices, gates, and integrated circuits. Prerequisite: MAT 115. 3 credit hours.

**CSC 220**

**MICROPROCESSORS**

An introduction to the foundation and design concepts related to specific microprocessor architected systems. Topics include fundamental machine language program routines, arithmetic logic, interrupts, and advanced structures for practical systems realizations. Prerequisite: CSC 260. Lab fee \$30.00. 4 credit hours.

**CSC 255**

**BUSINESS APPLICATIONS SOFTWARE (COBOL)**

A study of currently available software systems related to business and its management and specific applications of these systems. Prerequisite: CSC 156, CSC 280. Lab fee \$30.00. 4 credit hours.

**CSC 260**

**COMPUTER ARCHITECTURE**

A study of the internal design features, components, operations, and manufacturing techniques related to microcomputers. Prerequisite: CSC 150. Lab fee - \$30.00. 4 credit hours.

**CSC 280**

**STRUCTURED SYSTEMS ANALYSIS**

Analysis of the techniques used in the evaluation of systems and the study of the application of computer hardware and software in the specific domain of the computer systems development. The study of business applications that lead to the specification for new information systems software and hardware. Prerequisite: CSC 155 or the combination: CSC 200, CSC 315. 3 credit hours.

**CSC 315**

**INFORMATION SYSTEMS STRUCTURES**

An introduction to the concept of information systems and their interaction related to business problems. The course introduces the student to the form of structured information systems and provides a basis for students to specify and develop programs and systems using directed structured analysis and programming methods. Prerequisites: CSC 200 and BUS 250. Lab fee - \$30.00. 3 credit hours.

**CSC 345**

**ASSEMBLY LANGUAGE PROGRAMMING**

This course uses the concepts introduced in CSC 156 and CSC 220 to present machine and assembly language programming. Memonic operations, symbolic addresses, indexing, indirect addressing are discussed. The use of MACROS and symbolic addressing are introduced. Fundamental assembler language operations are introduced to construct high-level language and real-time functions. Prerequisite: CSC 156, CSC 280. Lab fee - \$30.00. 4 credit hours.

- CSC 355**      **C PROGRAMMING LANGUAGE**  
An in-depth examination of the C programming language. Topics include constructs, syntax, and application packages. Lab fee \$30.00. 4 credit hours.
- CSC 360**      **DATA STRUCTURES**  
An introduction to the concepts and techniques of structuring data on bulk storage devices. Introduction to data structures and file processing including arrays, records, strings, lists, trees, stacks, and queues. Prerequisites: CSC 156. Lab fee - \$30.00. 3 credit hours.
- CSC 370**      **COMPUTER OPERATING SYSTEMS**  
A study of management techniques for the control of computer hardware, including management of memory, processor, devices, and data. Lab fee - \$30.00. 4 credit hours.
- CSC 445**      **DATA COMMUNICATIONS**  
Data transmission techniques are studied with related topics, including modems and communications channels, communications software, distributed processing. Prerequisite: CSC 156. Lab fee \$30.00. 4 credit hours.
- CSC 460**      **COMPUTER DATA BASES**  
An introduction to data base and data communications concepts related to the design of on-line information systems. Topics include structuring, creating, maintaining, and assessing data bases. Prerequisite: CSC 360. Lab fee - \$30.00. 4 credit hours.
- CSC 470**      **COMPUTER-AIDED DESIGN (Optional)**  
Principles and methods suited to problem-solving on the microcomputer. Topics include system modeling, curve fitting, and design-oriented program methods. Prerequisite: MAT 211. 3 credit hours.
- CSC 481**      **SEMINAR IN ELECTRONICS/COMPUTERS**  
Current topics and trends in electronics and microcomputers utilizing outside readings, discussion groups, hi-tech facility visits, and guest lectures. Prerequisites: senior-year student in good standing and approval of division chairperson. 3 credit hours.
- CSC 490**      **ADVANCED PRACTICUM**  
Senior students are assigned to area hi-tech companies for advanced level on-the-job experience in their field of study. Prerequisites: senior-year student in good standing and approval of division chairperson. 3 credit hours.
- CSC 495**      **SENIOR PROJECT**  
Senior students, either individually or in project groups, design and develop their own electronics or computer-oriented project. Prerequisites: senior-year student in good standing and approval of program coordinator. 3 credit hours.

## **INTERNATIONAL BUSINESS AND TRADE**

**IBT 321**

### **INTERNATIONAL ECONOMICS I**

Introduction to the theory of international trade and finance with selected applications to current problems of commercial policy, balance of payments adjustment, and the international monetary system. 3 credit hours.

**IBT 322**

### **INTERNATIONAL ECONOMICS II**

In-depth analysis of selected current issues and policy problems of the international economy, including new approaches to the theory of international trade, reform of the international monetary system, role of the General Agreement on Tariffs and Trade and the United Nations Conference on Trade and Development in expanding trade between developed and underdeveloped economies, problems of stabilizing international commodity markets, and balance of payment problems of the United States and other selected countries. 3 credit hours.

**IBT 431**

### **INTERNATIONAL TRADE**

Development and use of the neoclassical theory of international trade for the analysis of tariffs, customs, unions, and the effects of trade on the distribution of income and welfare. Analysis and use of the relations between the balance of payments and national income to study the role of income changes combined with the price changes in the balance of payments adjustment process. 3 credit hours.

**IBT 441**

### **INTERNATIONAL MANAGEMENT**

Analysis of international management concepts and practices, environmental interactions, social and cultural constraints, organizational structures, and systems of operation. 3 credit hours.

**IBT 462**

### **INTERNATIONAL FINANCE**

International payments, foreign exchange rates and the foreign exchange market, balance of payments, deficits and surpluses, the prewar and postwar international monetary systems, new development and proposed reforms in international finance. 3 credit hours.



## **MARKETING**

### **MKT 250**

#### **PRINCIPLES OF MARKETING**

Introduces the student to a broad functional understanding of marketing. Topics include buyer behavior, product planning, channels of distribution, price policies, and promotional activities. 3 credit hours.

### **MKT 305**

#### **CONSUMER MARKETING**

A study of what causes the consumer to purchase or not to purchase goods. The course focuses on consumer branding, the product adoption process, the impact of current issues (leisure time, working women, and the elderly) and the development of marketing strategies to encourage a positive consumer response. Prerequisite: MKT 250. 3 credit hours.

### **MKT 311**

#### **MARKETING MANAGEMENT**

The marketing function is viewed in the context of the company and society. Emphasis is on basic decision-making tools and analytic processes. Topics include consumer behavior, advertising and sales promotion, pricing, distribution channels, and product policy. Prerequisite: MKT 250. 3 credit hours.

### **MKT 321**

#### **SALES MANAGEMENT**

The role of personal selling in marketing mix, the selling process, analytical approaches to forecasting and planning, development and implementation of sales programs. Prerequisite: MKT 350. 3 credit hours.

### **MKT 322**

#### **PROFESSIONAL SELLING**

A continuation of MKT 321, with greater emphasis placed on the development of selling techniques, territory penetration, presentations, and closings. Prerequisite: MKT 250. 3 credit hours.

### **MKT 350**

#### **ADVERTISING**

An overview of the promotional aspect of the marketing mix, including sales promotion and public relations. Emphasized are the interactions of these areas in advertising strategy planning. Also examined is the influence of advertising and its responsibilities to society. Course project required involving research, analysis, and presentation. Prerequisite MKT 250. 3 credit hours.

### **MKT 351**

#### **ADVANCED ADVERTISING STRATEGIES**

This course is an extension of MKT 350, and takes the next step in more advanced advertising and promotional plans and strategies. The students will be expected to produce an advertising plan by course end. Prerequisites: MKT 250, MKT 350. 3 credit hours.

- MKT 355      MARKETING COMMUNICATIONS**  
A study of public relations practices and customer relations and topics relating to the functions of marketing. Public relations programs are developed based on current market research. Prerequisite: MKT 350. 3 credit hours.
- MKT 360      MARKETING CHANNELS**  
The concept by which goods and services move through the marketplace is developed and introduced at each level, retail, wholesale, and specialized distributors. Focus is on levels of inventory, supply and demand, and problems of physical distribution. Prerequisite: MKT 250. 3 credit hours.
- MKT 425      INTERNATIONAL MARKETING**  
International marketing is designed around multinational companies, marketing, promotion, international distribution, product policy and development, and management strategy. Prerequisite: MKT 311. 3 credit hours.
- MKT 430      MARKETING RESEARCH**  
Introduction to the techniques and tools of market research as an aid to decision-making. Topics include problem definition, research methods, research project design, results interpretation. Prerequisites: MKT 311, MAT 221. 3 credit hours.
- MKT 455      INDUSTRIAL MARKETING**  
Marketing by commercial, governmental, institutional, and nonprofit organizations, with regard to their goods and services. Concentration is placed on promotion, strategy, pricing, and management planning. Prerequisite: MKT 311. 3 credit hours.
- MKT 460      MARKETING STRATEGY AND PLANNING**  
A culmination of prior marketing coursework which focuses upon strategies for marketing ideas, products, and services. This product-oriented course emphasizes product analysis, segmentatation, and strategy objectives, including implementation and controls. Prerequisites: MKT 430 and senior standing. 3 credit hours.
- MKT 481      ADVANCED MARKETING TOPICS**  
A detailed course of study on selected marketing topics that is typically a current controversial, or topical marketing application. Topics must be arranged with professor. Prerequisites: MKT 460, senior standing, and permission of instructor. Credits to be determined by course content.

## **DIVISION OF HOTEL, RESTAURANT, AND TOURISM MANAGEMENT**

### **HOTEL AND RESTAURANT MANAGEMENT**

- HRM 100 INTRODUCTION TO HOSPITALITY INDUSTRY**  
The growth and progress of the hospitality industry. How clubs, hotels, motels, and restaurants are organized, financed, and operated. The industry's opportunities and future trends are stressed. 3 credit hours.
- HRM 110 SANITATION MANAGEMENT**  
Details the fundamentals of sanitation for food service employees and covers practical guidance in safe food handling without neglecting the scientific principles underlying good sanitation practices. 3 credit hours.
- HRM 115 RESORT MANAGEMENT**  
Emphasis upon recreation aspects, concession stand management, outdoor activities, and overall hotel resort management policies will be stressed. The course will more generally focus upon the unique problems of resort hotel management and the application of special techniques to meet these problems. 3 credit hours.
- HRM 120 INTRODUCTION TO CLUB MANAGEMENT**  
A survey of the history, organizational structure, and future direction of the private club industry. 3 credit hours.
- HRM 125 FOOD SERVICE AND LODGING STUDY TOURS**  
On-site experience at famous hotels, restaurants, and vineyards for a comparative evaluation of domestic and/or international food service and lodging properties. Management procedures, concepts, and styles of operation will be scrutinized. 3 credit hours.
- HRM 130 PRINCIPLES OF HOSPITALITY ORGANIZATION AND ADMINISTRATION**  
Examines the skills specific to managing hospitality operations. Includes management responsibilities; operational responsibilities, and the personal and professional demands of management. 3 credit hours.
- HRM 140 FRONT OFFICE MANAGEMENT**  
A study of front office procedures and operations, including identification and duties of the front office staff, guest relations, front office salesmanship, room procedures, and handling of cash/credit transactions. Prerequisite: HRM 100. 3 credit hours.
- HRM 150 FOOD AND BEVERAGE MANAGEMENT**  
Surveys the entire food and beverage operation from purchasing, receiving, inventory, and storage to preparation, handling, and servicing the guest or institutional consumer. Prerequisite: HRM 100. 3 credit hours.



- HRM 160**      **FOOD SERVICE MANAGEMENT SYSTEMS**  
A food service manager requires knowledge of the many facets of the food industry. This course introduces the student to the many complexities involved in operating a food service facility dealing with the planning, production, and service of a food service facility. 3 credit hours.
- HRM 165**      **SKI RESORT MANAGEMENT**  
Principles of modern ski resort management as they pertain to staffing, controlling, directing, and organizing an efficient and profitable ski resort will be emphasized. Seasonality, ski lift design, food and beverage operations, equipment rentals, and recreational facilities will be discussed. 3 credit hours.
- HRM 170**      **PRIVATE CLUB ADMINISTRATION**  
Design, analysis, and evaluation of private club administration systems and operations. Emphasis is placed on analytical techniques, model building, and computer assisted club operations. 3 credit hours.
- HRM 180**      **HOSPITALITY PURCHASING MANAGEMENT**  
Describes the development and implementation of an effective hospitality purchasing program, focusing on the role of the purchasing department and the buyer, generation of specifications, and the use of forms and control techniques. Lab fee - \$30.00. 3 credit hours.
- HRM 185**      **CLUB OPERATIONS AND MANAGEMENT**  
The management of the private club environment contrasted with the traditional profit motivated segments of the hospitality industry will be emphasized. Organization and operation of clubs including special problems in social and recreational aspects, membership, and taxes will also be included. 3 credit hours.
- HRM 190**      **INTERNSHIP I**  
250 Hours of field work in hotels, restaurants, institutions, or clubs. The field experience will emphasize selected aspects of personnel management, and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: consent of the instructor. 3 credit hours.
- HRM 200**      **SPECIAL TOPICS**  
The hotel and food service fields are constantly changing due to new technology and avenues for their expansion and management. The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hospitality industry. 3 credit hours.

**HRM 205**

**HUMAN RELATIONS/SUPERVISORY DEVELOPMENT I**

The transition of employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations. Also describes the general process of management and how to achieve organization goals by planning, organizing, coordinating, staffing, directing, controlling, and evaluating functions. 3 credit hours.

**HRM 210**

**COMMUNICATIONS/SUPERVISORY DEVELOPMENT II**

Understanding communications within the organization, how to listen as an effective communications tool, achieving mutual understanding, how the small group can develop effective participation, achieving thorough planning, effective implementation, and how to write effective messages. 3 credit hours.

**HRM 220**

**TRAINING/SUPERVISORY DEVELOPMENT III**

Presents a framework for training and coaching, training for positive results, task and job development, how to hire trainable employees, individual and group training methods, how to develop training programs, attitude and motivation, coaching, and counseling. 3 credit hours.

**HRM 225**

**ENERGY MANAGEMENT IN THE HOSPITALITY INDUSTRY**

The control and operation of energy-related systems in the hotel, restaurant, club, and institutional operation will be a focal point. Heating, lighting, and general maintenance systems will be thoroughly investigated. 3 credit hours.

**HRM 230**

**CASINO MANAGEMENT**

Practices and problems associated with casino management are discussed, staffing, security and control, taxation, and entertainment policies are included. 3 credit hours.

**HRM 235**

**GRAND HOTEL**

An examination of the characteristics of the great hotels which established service goals for the industry. The course will survey development of the European and American palace hotels, spa hotels, resort hotels, and the small luxurious hotel. 3 credit hours.

**HRM 244**

**PROPERTY MANAGEMENT**

An introduction to housekeeping management stressing employee training, recordkeeping, and supervisory responsibilities. Studied are the various functions of the housekeeping department, health and safety, and cost control measures. Prerequisite: HRM 140. 3 credit hours.

- HRM 245      PRINCIPLES OF FOOD PRODUCTION**  
The application of scientific principles to the manipulative techniques of food production. Explains the techniques and procedures of quality food production, providing the principles underlying the selection, composition, and preparation of the major food products. Laboratory provided for practice with basic and more complex recipes. Prerequisite: HRM 150. Lab fee - \$60.00. 4 credit hours.
- HRM 250      QUANTITY FOOD MANAGEMENT**  
This course examines menu planning and quantity recipes standardization integrated with techniques, methods, principles, and standards of volume food production and service. Supporting areas such as volume receiving, storage, sanitation, safety and equipment, and the phases of organization involved in the preparation and service of volume foods for large groups. Students assume responsibility for planning, purchasing, preparing, and obtaining the food and labor cost for each preparation. Laboratory experiences are provided for quantity food production and service to the public. Prerequisite: HRM 150 and HRM 245. Lab fee: \$60.00. 4 credit hours.
- HRM 265      PERSONNEL MANAGEMENT IN THE HOSPITALITY INDUSTRY**  
Focus is on application of human resources development principles to hospitality operations including advanced development of personnel cost control, the supervisor-subordinate relationship, and the concepts of improving productivity. 3 credit hours.
- HRM 270      HOSPITALITY MARKETING AND SALES**  
Sales planning, promotion and publicity, advertising, and the types of internal and outside sales programs needed in the hospitality industry are emphasized. 3 credit hours.
- HRM 280      TOURISM MANAGEMENT**  
An introduction to the broad field of travel and tourism. Covers tourism components, supply and demand, marketing techniques for tourism, and operational aspects of tourism management. 3 credit hours.
- HRM 285      CLUB FACILITIES MANAGEMENT**  
Basic principles of graphic communication as a management tool are covered as they relate to private club property management. Physical plant organization and internal spatial relationships common to private clubs are stressed. 3 credit hours.
- HRM 290      INTERNSHIP II**  
250 Hours of field work in hotels, restaurants, institutions, or clubs. The field experience will emphasize computer applications and cost control procedures and will be accompanied by reports, journals, and faculty conferences. Prerequisite: consent of instructor. 3 credit hours.



- HRM 300 CATERING FOR SPECIAL FUNCTIONS**  
An analysis of the systematic presentation of catering for special functions. Emphasis is placed on maximum sales potential through use of existing facilities. Lectures and demonstrations on banquet layout, menus, service, and sales. 3 credit hours.
- HRM 305 CLUB BANQUET MANAGEMENT**  
In-depth analysis of the management problems involved in selling, organizing, and servicing club banquets. 3 credit hours.
- HRM 310 LAW FOR INNKEEPERS**  
An analysis of the legal aspects of operating all types of hospitality facilities. The course explains precedents of common law and statutes relating to responsibility for guests, employees and property, limitation of liability, negligence, and other legal relationships for hotels, motels, restaurants, and clubs. 3 credit hours.
- HRM 312 BEVERAGE MANAGEMENT SYSTEMS**  
The understanding and interpretation of beverage management systems as it relates to the selection, procurement, storage, receiving, controlling, preparation, types of services, and distribution of beverages, the design of systems and facilities. The cultural significance of beverage with respect to historical and contemporary perspectives. 3 credit hours.
- HRM 313 BAR MANAGEMENT**  
Emphasis in this course is placed on the product and the manager's role and responsibilities in developing and operating a facility serving alcoholic beverages. Maximum sales potential through use of existing facilities is stressed. Lab fee - \$30.00. 3 credit hours.
- HRM 314 WINE APPRECIATION**  
This course considers the major wines and wine regions of the world, with special emphasis on American, French, German, Italian, and Spanish products. Evaluation by tasting is an integral part of the course. Lab fee - \$30.00. 3 credit hours.
- HRM 315 COMPUTER SYSTEMS IN THE HOSPITALITY INDUSTRY**  
Offers an overview of automation in both lodging properties and food service operations. Includes an introduction to computer systems - hardware, software, software applications, and system selection, computer-based hotel property management systems - PMS front office applications, PMS back office applications, and PMS interfaces, computer-based restaurant management systems - RMS service applications, RMS management applications, and automation advances. Prerequisite: CSC 200. Lab fee - \$30.00. 3 credit hours.

**HRM 320****HOSPITALITY ENGINEERING SYSTEMS**

The basic engineering theories of electricity, lighting, refrigeration, air conditioning, and acoustics are considered in relation to management problems associated with the physical aspects of the property. Capital investment, operating expenses, repair, and maintenance costs are emphasized along with efficiency control, renovation, and replacement of equipment. 3 credit hours.

**HRM 325****MANAGEMENT OF A RETAIL FOOD SERVICE OPERATION**

Supervision of food preparation and service in a retail operation is taught using college food services. Student managers are responsible for the preparation and service of foods which meet an institutional menu for two cafeterias. The preparation of foods for dining room, private functions, and banquet menus is also controlled by the student managers as they rotate through the various preparation units. Quality and cost of foods presented to consumers are stressed. An integral part of the course involves coordination and cooperation with visiting professional chefs. Lectures and seminars in the theory and practice of management accentuate the practical management experience in the laboratories. 3 credit hours.

**HRM 330****FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY I**

A simplified overview of accounting, basic accounting concepts, financial statements, chart of accounts, asset, liability and equity accounts, revenue and expense accounts, effects of business transactions, debits and credits, accounting records, journalizing and posting, the month-end accounting process, the year-end accounting process. 3 credit hours.

**HRM 340****FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY II**

Basic accounting applications, hotel revenue accounting, controls expense accounting, periodic inventory accounting, financial statements and analysis, statement of changes in financial position, property and equipment accounting, inventory accounting, hospitality payroll, and internal control. Prerequisite: HRM 330. 3 credit hours.

**HRM 350****CUSTOMER SERVICE STRATEGIES**

An emphasis on the development of company policies and strategies pertaining to the execution of good customer service. It also provides the techniques and methods to train personnel in the implementation of standards relating to customer service. Evaluation methods focusing on consumers, their needs, and the skills needed to anticipate these needs as well as developing solutions to customer problems and complaints. 3 credit hours.

- HRM 355      FINANCIAL ANALYSIS AND PLANNING**  
An examination of the financial statements of several types of businesses in the hospitality industry. The methods of analysis are discussed, including cash budgeting, forecasting of revenue and expenses, capital expenditure planning and break-even point studies. The case study method will be used. Prerequisite: HRM 340. 3 credit hours.
- HRM 365      SECURITY MANAGEMENT**  
Problems related to the security of persons, physical belongings, and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic mechanical, personnel, and financial control are studied with a practical view toward resolving operational losses. 3 credit hours.
- HRM 366      PASTRY AND DESSERT PREPARATION**  
An introduction to basic dessert and pastry preparations, with emphasis on presentation and techniques. Prerequisite: HRM 250. Lab fee - \$30.00. 3 credit hours.
- HRM 367      MEAT SELECTION AND GRADING**  
This course deals with the major categories of beef, veal, lamb, and pork products from hotel, restaurant, club, and institutional standpoints. Nutritive value, structure and compositions, sanitation, selection and purchasing, cutting, freezing, portion control, and miscellaneous topics are covered. 3 credit hours.
- HRM 370      STRATEGIC MARKETING PLANNING IN THE HOSPITALITY INDUSTRY**  
Examines strategic marketing, the concept and the process, how to conduct research for strategic planning, target marketing, positioning strategy, advertising, and evaluation of case studies. Prerequisite: HRM 270. 3 credit hours.
- HRM 390      INTERNSHIP III**  
250 Hours of field work in hotels, restaurants, institutions, and clubs. The field experience will emphasize accounting procedures, and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: consent of instructor. 3 credit hours.
- HRM 400      SUPERVISORY AND LEADERSHIP DEVELOPMENT IN HOTEL AND RESTAURANT OPERATIONS**  
An incident approach is used to provide a cross-section of supervisory situations that have faced hospitality management. Emphasis is given to particular situations involving leadership developments, ethical behavior, and social responsibility. Prerequisite: HRM 265. 3 credit hours.



- HRM 410      MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY**  
Presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry, includes understanding financial statements, budgeting, operational costs, internal control, planning cash flow, incorporates the latest revision to the uniform system of accounts. Emphasis is placed on the need for and use of timely and relevant information as a vital tool in the management process. Prerequisite: HRM 340. 3 credit hours.
- HRM 415      HOSPITALITY LABOR RELATIONS**  
Topics include organizational behavior, personnel selection, placement, supervision, job evaluation, wage and salary administration, motivation, morale, and union management relations. Case studies and role playing are integral parts of the counsel. Prerequisite: HRM 265. 3 credit hours.
- HRM 420      FRANCHISING IN THE HOSPITALITY INDUSTRY**  
This course is designed to cover the specific steps involved in developing a franchise operation from the viewpoint of both the franchisor and the franchisee. Feasibility studies, real estate, plans and project costs, financing project analysis, corporate structure, and operations are some of the topics to be studied. Prerequisite: HRM 410. 3 credit hours.
- HRM 425      HOSPITALITY SYSTEMS AND OPERATIONS**  
Systems and operations is designed to provide the advanced-standing student the opportunity to face problems similar to those which confront a hospitality manager through intense, systematic, and detailed analysis of simulated case studies. 3 credit hours.
- HRM 430      HOSPITALITY INVESTMENT MANAGEMENT**  
A survey of investment opportunities and the methods of analysis used by business and the individual to determine the best use of investment funds. Special emphasis is placed on the stock and bond markets, including security portfolio management. 3 credit hours.
- HRM 435      FINANCIAL AND TAX ASPECTS OF LEISURE TIME INDUSTRIES**  
Financial and tax considerations associated with the acquisition, expansion, and diversification of industries providing products and services for leisure time pursuits. Phases include the microeconomics and macroeconomics of the leisure time industries and the financial, tax, and accounting considerations in acquisitions and mergers. Prerequisite: HRM 410. 3 credit hours.

- HRM 440**      **HOTEL, RESTAURANT, AND INSTITUTIONAL FINANCIAL ANALYSIS AND BUDGETING**  
 An examination of the financial statements of several types of businesses in the hospitality industry. The methods of analysis are discussed, including cash budgeting, forecasting of revenue and expenses, capital expenditure planning, and break-even point studies. The case study method will be used. Prerequisite: HRM 410. 3 credit hours.
- HRM 445**      **INTERNAL CONTROL IN HOSPITALITY OPERATIONS**  
 Discussion of the problems encountered in distributing the accounting and clerical work in hotels so as to provide a good system of internal control. Study of many actual cases on the failure of internal control and the analysis of causes of the failure. Practical problems and actual techniques of functioning systems of internal control. Prerequisite: HRM 410. 3 credit hours.
- HRM 450**      **FOOD SERVICE EQUIPMENT AND LAYOUT DESIGN**  
 Course provides understanding of food facilities and layout of space allocation by design and planning for receiving, storage, refrigeration, preparation, and serving. Important consideration is given to work flow, selection of equipment, preventive maintenance, and systems techniques. 3 credit hours.
- HRM 460**      **INDUSTRY RISK MANAGEMENT**  
 The principle types of risk techniques are identified and considered, including the tools of risk management and loss prevention. Emphasis is placed on fire, casualty, and multiple peril insurance policies as laws of contracts, fire insurance forms, burglary, crime and liability coverage, business interruption, marine insurance, workers' compensation, bonds, adjustment of losses, and the operations of insurance companies. 3 credit hours.
- HRM 470**      **CONVENTION AND SALES MANAGEMENT**  
 Defines the scope and various segments of the convention market. Explains what is required to meet the individual needs of patrons and explores methods and techniques that lead to the development and implementations of more competitive service. Prerequisite: HRM 270. 3 credit hours.
- HRM 473**      **HOTEL, RESTAURANT, AND INSTITUTIONAL COMPUTER SYSTEM DESIGN**  
 Advanced programming topics will be covered, computer system feasibility studies, and the designing of a computer system. Prerequisite: HRM 315. Lab fee - \$30.00. 3 credit hours.

**HRM 475**

**FOOD FACILITIES PROGRAMMING, PLANNING, AND DESIGN**

Lectures and laboratory deal with first stage planning which must be done by the owner or his consultant in the programming for any project of mass feeding. The many factors which must be programmed in order to satisfy all principal objectives are outlined: site selection, market analysis, kind of operation, merchandising program, and surveys to determine the wants and needs of patrons to be served. Also included are research studies to resolve menu requirements, to plan for the particular type of service to be employed, to create desired atmosphere, to program functions of personnel, to plan maintenance, to analyze administration objectives, and to develop the major prospectus. Pro forma studies and feasibility round out the coverage. 3 credit hours.

**HRM 480**

**CATERING/GOURMET FOODS**

Introduces students to competencies necessary for Garde Manager, Haute Cuisine menu planning and organizing the Catering Department. Meal course production, garni selection, and preparation and cost control methods are presented. Prerequisite HRM 250. Lab fee - \$60.00. 4 credit hours.

**HRM 481**

**SEMINAR IN HOTEL AND RESTAURANT MANAGEMENT**

Industry leaders from independent hotels, chain hotels and motels, franchise operators, and restaurateurs meet with senior students to discuss industry cases from their own operations. Students gain from the exposure to top management personalities, while executives have the opportunity of meeting, advising, and selecting students to assist them in the operations of their properties. Resume preparation, interview simulations, and role playing will be explored. Prerequisite: senior status or consent of instructor. 3 credit hours.

**HRM490**

**INTERNSHIP IV**

250 Hours of field work in hotels, restaurants, institutions, or clubs. The field experience will emphasize marketing techniques, and will be accompanied by readings, reports, journals, and faculty conferences. Prerequisite: consent of instructor. 3 credit hours.

**HRM 495**

**RESEARCH IN HOSPITALITY**

**HRM 497**

**INDEPENDENT STUDY IN HOSPITALITY I**

**HRM 499**

**INDEPENDENT STUDY IN HOSPITALITY II**

Independent research projects or other approved phases of research or independent study. Prerequisite: permission of division chairman. 3 credit hours.



## **TOURISM AND TRAVEL ADMINISTRATION**

- TTA 100 INTRODUCTION TO THE TOURISM AND TRAVEL INDUSTRY**  
An overview of the travel business from its origins in ancient times to the present, including the dimensions of the various segments of the industry - hotels, the airlines, shipping, rail, and vehicular travel. Foreign and domestic tourism and business travel will be included. 3 credit hours.
- TTA 120 TOURISTIC GEOGRAPHY**  
An examination of the touristic areas of the most important travel destinations. Travel destinations, current development of travel world wide, attracting individuals, pleasure groups, and business conventions. 3 credit hours.
- TTA 130 AIRLINE TRANSPORTATION AND RESERVATION SYSTEMS**  
Thorough instruction on the use and application of the Official Airline Guide... the North American Edition, the World Wide Edition, and the Travel Planner. Airline transportation and ticketing is one of the most important facets of the tourist industry. Also covered are the new changes that have occurred in the era of deregulation and that of the Airline Reporting Corporation as against the Air Traffic Conference of America. 3 credit hours.
- TTA 160 SHIPPING AND CRUISES**  
An analysis of the modern shipping and cruise industries, the passenger liner and its emergence as a total faction entity including its interrelationship with airlines, hotels, and tour operators and travel agencies. 3 credit hours.
- TTA 170 TRAVEL AGENCY ADMINISTRATION**  
The course is designed to acquaint the student with the often complicated day-to-day inner workings of a travel agency and their managerial problems... tracing the efforts prior to and opening an agency, to its establishment, approval, and growth. 3 credit hours.
- TTA 175 TRAVEL CAREER DEVELOPMENT**  
An overview of the career opportunities available in travel, transportation, leisure, and hospitality field. An in-depth analysis of various specific positions, including application forms, job description, job requirements, advancement, earning power, lifestyle, and professional status. 3 credit hours.
- TTA 190 INTERNSHIP I**  
250 Hours of field work in travel offices, tourism bureaus, airlines, shipping companies, wholesalers, tour operators, hotels, or restaurants. The field experience will emphasize marketing techniques, and will be accompanied by readings, reports, journals, and faculty conferences. 3 credit hours.

**TTA 200****SPECIAL TOPICS**

The tourism and travel industry is constantly changing due to new technology and avenues for their expansion and management. The purpose of these courses is to select special topics that are not covered in existing courses and expose students to recent developments and future research in the following specific course. 3 credit hours.

**TTA 210****LAND TRANSPORTATION AND RESERVATION SYSTEMS**

An examination of land transportation from its origin to modern times, including the effects of rail, coach, truck, and automotive modes throughout the world. The development of major world wide rail systems and the phenomenal growth of automotive travel are explored. 3 credit hours.

**TTA 220****TOURISM AND TRAVEL PERSONNEL MANAGEMENT**

The personnel function in the travel industry is the key to a successful operation of a travel industry component, be it a travel agency, wholesaler, tour operator or tourism related enterprise including the national tourism organization, state and city tourism commissions, or city convention bureau. In an industry as mobile as the travel industry, finding and being able to retain qualified, devoted, and loyal personnel is an important part of any overall plan and one which requires dedicated and continuous management responsibility. Prerequisite: TTA 100. 3 credit hours.

**TTA 230****TRAVEL AGENCY AUTOMATION**

An examination of the procedures involved in planning, developing, and implementing a total travel marketing campaign. Topics will include all aspects of travel and tourism, advertising and promotion, including newspapers, magazines, radio, television, direct mail, directories, and other media, as well as procedures for maintaining good public relations. 3 credit hours.

**TTA 260****TOURISM PLANNING AND DEVELOPMENT**

A detailed analysis of the immense proportions of world tourism, spanning the processes of long-range planning and management strategies that insure tourism's proper development within the economic, political, and social sectors. Topics range from a market analysis and conceptual planning to site development, transportation, accommodations, and support industries. Prerequisite: TTA 100 and TTA 240. 3 credit hours.

**TTA 270****GROUP TOUR PROCEDURE**

This course is designed to provide the student with a view of group travel from all phases of this important segment of activity. From where does the agent/operator start and to where does it lead? Covered are the selection of destination and negotiation with suppliers, the profitability and salability of Group Tours, costing and pricing groups for profit, finding the right personnel to manage the Group Tour department, designing the literature and marketing the product. Prerequisite: TTA 100, TTA 130, TTA 160, TTA 170, and TTA 180. 3 credit hours.

**TTA 280****COMPARATIVE TOURISM**

An in-depth study and evaluation of national and international tourism policies, foreign countries, and analysis of the political geographical, agricultural, religious, and socioeconomic status of the targeted areas. Prerequisite: TTA 100 and TTA 120. 3 credit hours.

**TTA 290****INTERNSHIP II**

250 Hours of field work in travel offices, tourism bureaus, airlines, shipping companies, wholesalers, tour operators, hotels, or restaurants. The field experience will emphasize selected aspects of personnel management, and will be accompanied by readings, reports, journals, and faculty conferences. 3 credit hours.

**TTA 300****TRAVEL INDUSTRY LAW**

In this day and age, many travel agency owners and managers are facing legal problems that could have been avoided with a better understanding of the legal aspects of travel agency operations. An examination of in-house legal issues with employees, clients, and suppliers as well as in-depth study of different contracts beyond the agency is essential to successful operation. 3 credit hours.

**TTA 320****THEME PARK OPERATION AND MANAGEMENT**

An investigation of the specific management techniques and operations of planning, organizing, and developing strategies involved in the construction and maintenance of an important leisure time tourist facility, the theme park. Major theme parks in the United States and abroad will be studied in detail to aid in the investigation. Prerequisite: TTA 100 and TTA 270. 3 credit hours.

**TTA 330****RECREATIONAL TOURISM AND HOSPITALITY**

The course covers the dramatic increase in USA/Canada travel by automobile, recreational vehicle, and motorcoach in the 1980's. The national, state, and provincial parks and campgrounds are filled to capacity, thus creating an urgent need for expanded and improved tourist facilities. This course studies creative solutions inherent in this tourist development. Prerequisite: TTA 270. 3 credit hours.



**TTA 340**

**INCOMING TOURISM**

The era of constantly changing air fares coupled with the resurgence of the charter market has resulted in a new challenge to the domestic travel industry. This course will examine these facets of the industry as it must redirect its objectives and adapt sales and service efforts to the needs of the foreign visitor. Also studied are the national origins of the visitors, their destinations, and their expectations. 3 credit hours.

**TTA 360**

**TOUR MANAGEMENT**

A thorough examination of the basics of tour management including qualifications, personality, personal input, and pre-tour preparation. Successfully escorting a tour with its diverse membership, daily routine, inherent problems, and post-tour analysis is also explored. 3 credit hours.

**TTA 370**

**THE PSYCHOLOGY OF LEISURE TRAVEL**

An exploration of the consumer-traveler to better acquaint students with the needs and motivations of travel customers. This course will provide a heightened sensitivity to consumer behavior in the travel industry and will enhance the student's ability to develop and promote services that better and more profitably serve consumers of travel. Prerequisite: BEH 150. 3 credit hours.

**TTA 380**

**WORLD TOURIST ATTRACTIONS AND DESTINATIONS**

A geographical, social, cultural, political, and economic analysis of the major tourist areas in the world and investigation into historical foundations and developments that have contributed to, or have had an impact upon, an area's offerings to the tourist market and their reasons for choosing such destinations. Prerequisite: TTA 270. 3 credit hours.

**TTA 390**

**INTERNSHIP III**

250 Hours of field work in travel offices, tourism bureaus, airlines, shipping companies, wholesalers, tour operators, hotels, or restaurants. This field experience will emphasize accounting procedures, and will be accompanied by readings, reports, journals, and faculty conferences. 3 credit hours.

**TTA 400**

**SEMINAR IN TOURISM AND TRAVEL**

Current topics and developments within the hospitality industry with emphasis on career development in tourism and travel. Resume preparation, interview simulations, role playing, and industry employment will be explored. Prerequisite: senior status or consent of instructor. 3 credit hours.

**TTA 410****INTERNATIONAL CUSTOMS AND MANNERS**

This course is designed to acquaint the student with international cultural behavior. The professional travel counselor enriches any foreign journey immeasurably by helping the traveler understand and enjoy one of the important facets of the trip - the people, their customs, and manners. Specifically, the course includes conversational patterns, dining, bargaining, dress, and particularly the development of skills on how to make friends in a foreign culture. 3 credit hours.

**TTA 440****INDEPENDENT TRAVEL**

The resurgence of independent pre-planned travel itineraries requires specialized knowledge in many facets of the industry. Thorough knowledge of a multitude of travel facts combined with knowledge of air, shipping, accommodations, rail, and vehicular transportation is a necessary requisite for the travel counselor. Prerequisites: TTA 100, TTA 120, TTA 130, TTA 160, and TTA 180. 3 credit hours.

**TTA 450****SPECIALIZED TRAVEL**

An investigation into the extraordinary and every-increasing field of specialized travel in the leisure travel market, the rise of travel for the handicapped, and travel for the adventurer. Prerequisite: TTA 440. 3 credit hours.

**TTA 445****THE DISNEY DREAM - EPCOT**

An investigation of Walt Disney's Experimental Planned Community of Tomorrow, including an in-depth analysis of the center, an examination of its impact on today's hospitality industries, and an exploration of the implications for futuristic mass market tourism operations using scenario analysis. Walt Disney's Theme Parks created a tourism attraction in two states, California and Florida. These attractions have now been set up at two overseas locations - one in Japan, which is open; one in France, now under construction. Successful in all ventures but one (a ski resort in the Pacific Northwest), the Disney Dream, EPCOT, was built adjacent to Walt Disney World in Florida. 3 credit hours.

**TTA 465****TOURISM DEVELOPMENT IN FLORIDA**

A detailed analysis of factors pertaining to tourism development that are unique to the Florida region. Area attractions, site development, transportation, accommodations, support industries, and other topics pertinent to the area will be analyzed, and city and state tourism facilities will be visited to aid in the analysis of the tourism field in Florida. 3 credit hours.

**TTA 470**

**TRENDS IN TOURISM AND TRAVEL**

The travel industry is greatly affected by current trends in world political and economic events. Studied during the course is the impact of deregulation of the airlines, world terrorism with the resulting shift of tourism destinations, as well as weather and natural disasters such as earthquakes and eruptions, and national and international strife. Research into the statistical outlook for tourism and its impact on other related hospitality industries will also be featured. Prerequisite: TTA 430. 3 credit hours.

**TTA 480**

**WHOLESALE TOUR SYSTEMS**

An in-depth examination of the tour industry, including a detailed study of package tours, escorted tours, costing, marketing, and planning. Included in the study is the creation of an individual, fully escorted tour from start to finish. Prerequisite: TTA 430. 3 credit hours.

**TTA 490**

**INTERNSHIP IV**

250 Hours of field work in travel offices, tourism bureaus, airlines, shipping companies, wholesalers, tour operators, hotels, or restaurants. The field experience will emphasize computer applications and cost control procedures and will be accompanied by readings, reports, journals, and faculty conferences. 3 credit hours.

**TTA 495**

**RESEARCH IN TOURISM AND TRAVEL**

**TTA 497**

**INDEPENDENT STUDY IN TOURISM I**

**TTA 499**

**INDEPENDENT STUDY IN TOURISM II**

Independent research projects or other approved phases of research or independent study. 3 credit hours.







## **XII. THE COLLEGE COMMUNITY**

### **Founders and Trustees**

The College of Boca Raton was founded in 1962 as Marymount College by the Religious of Sacred Heart of Mary, a religious order that has schools and colleges throughout the world.

In 1971, the religious order transferred control of the college to an independent lay board who subscribes to the philosophy of the founders. Donald E. Ross serves as President and Chief Executive Officer. Hugh Carville, Chairman of the Board, Richard McCusker, Secretary/Treasurer, Sister Colette Mahoney, A. Richard Cohen, Arthur Landgren, Helen Ross, Frank A. Robino, Bill Shubin, Ray C. Osborne, and J. Donald Wargo serve as members of the Board of Trustees and govern the institution.

College Advisory Boards have been established to provide guidance and development for the College in the academic programs. These boards have assisted the President in the growth and development of the institution.

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Kiamesha Lake, New York

Bill Ripple  
General Manager  
Fort Lauderdale Marriott Hotel  
Fort Lauderdale, Florida

## ADMINISTRATION AND STAFF

### Office of the President

Donald E. Ross	President and Chief Executive Officer
B.F.A., M.S., L.L.D.	
Thomas P. Robinson	Special Advisor to the President
B.A., M.A., Ph.D.	
Patricia H. Craig	Administrative Assistant
B.S.	
Damari Victorero	Secretary
Christopher Biehn	Director of Development
B.A.	

### Office of Academic Affairs

Oralia Preble-Niemi	Vice President for Academic Affairs
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John R. Pickering	Chairperson
B.A., M.A., Ph.D.	Division of Arts and Sciences
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B.A., M.S.Ed.	
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B.A.	
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B.S., M.L.S.	
Lynne Holloway	Assistant Librarian
B.A., M.L.S.	
Carol Dockswell	Assistant Librarian
B.A., M.L.S.	
David W. Morgan	Registrar
M.S.	
Marie Cullen	Clerical Assistant, Registrar
Theresa Brown	Secretary, Registrar

### Office of Student Services

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B.A., M.A.	
John F. Hufte	Dean of Students
B.S., M.Ed.	
Melinda Schoemaker	Director of Counseling and Placement
B.S., M.S.	
Fr. Martin Devereaux	College Chaplain
B.S., B.A., M.S., Psy.D.	
Ann L. Nelson	Director of Student Activities
B.A.	
Martin Horrigan	Director of Security
B.S.	
Roy Wiggemansen	Athletic Director and Soccer Coach

Richard A. Thomas	Golf Coach
B.S., M.S., Ph.D.	
Lars Svensson	Tennis Coach
Evelyn Nelson	Director of Financial Aid
B.S.	
Sally Kebler	Financial Aid Counselor
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Diamond Uhia	Nurse
R.N.	
James Blankenship	Director of Intramurals
	Sports Information, Women's Soccer Coach
Muriel Tremper	Secretary
Pat Carville	Director of Buildings and Grounds
Faye Barberis	Director of Housekeeping
James Lyttle	Baseball Coach
B.S.	

## Office of the Executive Vice President

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Elizabeth M. Dudeck	Administrative Assistant
Marilyn H. Ciccone	Vice President for Enrollment Management
B.A., M.Ed.	and Dean of Admissions
Barbara Alba	Clerical Assistant
Steven W. Bird	Associate Dean of Admissions
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Josephine Clemente	Clerical Assistant
Douglas A. Cohen	Admissions Counselor
B.A.	
Louise J. Conca	Receptionist
Barbara Eberle	Administrative Assistant
Thomas C. LePere	Admissions Counselor
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Alan Ross, Jr.	Controller
B.S., C.P.A., Delaware	
Joanne Bradley	Accounts Receivable
Sharon Norris	Business Office Supervisor
Annette K. Tomlin	Business Manager
Linda Witherwax	Accounting Assistant
Arthur E. Landgren	Director of Purchasing
B.B.A.	
Hazel Hall	Printing Assistant
John M. Hall	Print Shop Supervisor
B.S.	
Mary Ann Ladika	Collegetown Manager
Fred Tuccillo	Mailroom
Louise Wilkens	Mailroom
Janet L. Glitz	Director of Institutional Relations
B.S.	
Dianne Lehoullier	Secretary, Institutional Relations



# FACULTY

## Division of Arts and Sciences

N. Blaine Kauffman (Chairperson)	Comparative Arts
B.A., University of Illinois	Professor
M.A., St. Francis College	
Ph.D., Ohio University	
Ronald K. Aiello	Funeral Service
A.A., Union College	Adjunct Instructor
B.A., Montclair State College	Licensed Funeral Director
Joel J. Blaustein	Psychology
B.A., University of Buffalo	Professor
Ph.D., City University of New York	
Paul R. Beatrice	Health and Human Services
B.S., Wright State University	Adjunct Instructor
M.P.A., University of Dayton	
Sr. Rose Bowen	English and Humanities
B.A., St. Mary's Dominican College	Associate Professor
M.A., Catholic University of America	
M.A., University of Notre Dame	
Ph.D., Florida State University	
Jennifer Braaten	Sociology and Social Sciences
B.S., University of Minnesota	Associate Professor
M.Ed., Florida Atlantic University	
Ph.D., Florida Atlantic University	
John A. Chew	Funeral Service
B.Ed., University of Miami	Associate Professor
	Licensed Funeral Director and Coordinator
Frederick Cichocki	Biology
B.S., University of Miami	Associate Professor
M.S., University of Miami	
Ph.D., University of Michigan	
James Chrysler	Behavioral Science
B.A., Baldwin-Wallace University	Adjunct Instructor
M.Ed., St. Lawrence University	
Ed.D., University of New Mexico	
Gregg Cox	Mathematics
B.S., University of Florida	Associate Professor
M.Ed., Florida Atlantic University	
Ann M. Crawford	Biology/Chemistry
B.S., Florida State University	Assistant Professor
M.S., Florida State University	
Arlene Cross	Sciences
R.N., Philadelphia General Hospital	Adjunct Instructor
B.S., Temple University	
M.Ed., Temple University	
Ed.D., Nova University	
Robert J. Curran	Philosophy
B.A., Fordham University	Associate Professor
M.A., Fordham University	
Fr. Martin Devereaux	Behavioral Science
B.S., St. Mary's Seminary	Assistant Professor
B.A., University of Notre Dame	
M.A., Barry University	
Ph.D., Nova University	

Michael Edwards	Speech
B.A., Ohio Wesleyan University	Adjunct Instructor
M.A., Syracuse University	
Bettyrose Factor	English
B.A., Central Connecticut State University	Assistant Professor
M.A., St. Joseph's College	
Mary Farone	Learning Disability
B.A., SUNY Geneseo	Assistant Professor
M.S., Nazareth College	
Brad R. Gammon	Mathematics
B.S., Oakland University	Adjunct Instructor
M.S., Michigan State University	
Joseph Gillie	Speech
B.A., Averett College	Adjunct Instructor
M.A., Portland State University	
Rita N. Gugel	Health and Human Services
B.S., Hartwick College	Associate Professor
M.S., State University of New York (Onoeonta)	
Ph.D., New York University	
Alta Haber	Reading
B.A., New York University	Adjunct Instructor
M.S., College of New Rochelle	
Mary J. Harrison	Health and Human Services
B.S., Florida Atlantic University	Adjunct Instructor
M.P.A., Florida Atlantic University	Licensed Nursing Home Administrator
Sterling H. Huntington	Health and Human Services
M.D., Albany Medical College of Union University	Adjunct Instructor
Ellen Kirbert	Pre-Elementary Education
B.S., Cornell University	Assistant Professor
M.S., Florida State University	
Dalia Morgan	Spanish
B.S., University of Wisconsin	Adjunct Instructor
Edward Newhouse	English
B.A., Calvin College	Associate Professor
M.A., Western Michigan University	
Ph.D., Ball State University	
June Nilsen	Mathematics
B.A., Taylor University	Adjunct Instructor
M.A., Columbia University	
Nancy Osgood	Health and Human Services
B.A., Yankton College	Adjunct Professor
M.A., Drake University	
Ph.D., Syracuse University	
John Patton	Social Sciences
B.A., Wake Forest University	Assistant Professor
B.A., Florida Atlantic University	
M.A., Florida Atlantic University	
Frank Perry	English
B.A., St. Joseph's College	Adjunct Instructor
M.A., Rutgers University	
John R. Pickering	History/Political Science
B.A., Stetson University	Professor
M.A., Florida State University	
Ph.D., University of Denver	
Sean Quilter	English
B.A., M.A., University of Ireland	Adjunct Instructor

Ernest Ranspach	Art
B.S., University of Michigan	Professor
M.F.A., Wayne State University	
Sister Marie Fidelis Remski	Biology/Botany
A.B., University of Michigan	Professor
M.A., University of Michigan	
Ph.D., University of Michigan	
Diane Richard-Allerdyce	English
B.A., Florida Atlantic University	Instructor
M.A., Florida Atlantic University	
Ph.D., University of Florida	
Erskine Rogers	Health and Human Services
A.B., Boston University	Adjunct Instructor
J.D., University of Miami School of Law	
Vincent R. Saurino	Funeral Service
A.B., Grinnell College	Adjunct Instructor
M.S., Columbia University	
Ph.D., University of Pennsylvania	
William Seaman	Mathematics
B.S., Widener University	Adjunct Instructor
Brenda Shryock	Mathematics
B.S., Purdue University	Adjunct Instructor
M.S., Purdue University	
Marsha D. Sinagra	Reading
B.S., State University College	Adjunct Instructor
M.S., Nova University	
Helena Toner	Health and Human Services
B.S., University of Toronto	Associate Professor
M.S., University of Toronto	
Ed.D., Florida Atlantic University	

## Division of Business

Elizabeth Bates	Computer Science
B.S., Southern Connecticut State College	Instructor
M.S., Nova University	
Chris Cheney	Fashion Buying
B.A., University on South Florida	Adjunct Instructor
Benjamin Chodash	Business Law
J.D., Rutgers University	Adjunct Instructor
John P. Cicero	Management
A.B., University of Rochester	Professor
M.B.A., Syracuse University	
Ph.D., Syracuse University	
A. Alfred Fink	Business Law
L.L.B., Rutgers University	Adjunct Professor
Judge (Ret.), Circuit Court of New Jersey	
Charles F. Fletcher	Economics and Finance
B.S., Bethune-Cookman College	Adjunct Professor
M.S., State University of New York, Binghamton	
Trudi Infantini	Accounting
B.B.A.,	Adjunct Instructor
Mark Kessler,	Computer Science
M.A.T., University of Florida	Adjunct Instructor



Richard A. Kustin	Marketing
B.A., Queens College (CUNY)	Associate Professor
M.B.A., Baruch College (CUNY)	
D.B.A., Nova University	
James D. Matthews	Management
B.S., St. Louis University	Associate Professor
M.B.A., North Texas State University	
Ph.D., (candidate) Florida State University	
James P. Miller	Management and Accounting
B.A., St. Lawrence University	Associate Professor
M.A., Catholic University of America	
M.B.A., Syracuse University	
Ph.D., American University	
Elton K. Morice	Aviation
B.S., Worcester Polytechnic	Instructor
	Commercial Flight Instructor
Gary Muller	Computer Science
B.A., Rutgers University	Adjunct Instructor
M.A., Seton Hall University	
Antoin N. Nahas	Computer Science
B.S., New Jersey Institute of Technology	Assistant Professor
M.S., New Jersey Institute of Technology	
Alan Preuss	Computer Science
M.S., Nova University	Adjunct Instructor
Alfred R. Seigle	Marketing
A.B., Union College	Adjunct Professor
M.P.A., University of Michigan	
Ph.D., Columbia University	
Richard Schuster	Computer Science
B.M.E., City College of New York	Instructor
M.B.A., St. John's University	
Claude Simpson	Computer Science
B.S., Milwaukee School of Engineering	Adjunct Instructor
M.S., University of Southern California	
Carolyn A. Spencer	Accounting and Finance
B.S., Bryant College	Assistant Professor
M.B.A., University of Massachusetts, Amherst	
Donna Sullivan	Fashion Merchandising
B.S., University of Vermont	Associate Professor
M.S., Florida Atlantic University	
Clovis L. Tondo	Computer Science
M.S.C., Southern Illinois	Adjunct Instructor
University at Carbondale	
David Weinstein	Business Law
B.S., M.S., University of Pennsylvania	Adjunct Instructor
LL.D., Temple University	
Arthur Wroble	Business Law
J.D., University of Florida	Adjunct Instructor

**Division of Hotel, Restaurant, and Tourism Management**

Ronald A. Usiewicz (Chairperson)	Hotel and Restaurant Management
B.S., Pennsylvania State University	Professor
M.S., University of Wisconsin	
Ph.D., Kent State University	
James Bode	Hotel and Restaurant Management
B.S., University of Wisconsin	Adjunct Instructor
Frank Cavico, Jr	Hotel and Restaurant Management
B.A., Gettysburg College	Adjunct Instructor
M.A., Drew University	
J.D., St. Mary's University School of Law	
LL.M., University of San Diego School of Law	
Jeffrey Gingold	Hotel and Restaurant Management
B.S., University of New Hampshire	Adjunct Instructor
Michael Mackey	Hotel and Restaurant Management
A.S., Paul Smiths College	Adjunct Instructor
B.S., University of New Haven	
Linda Packham	Hotel and Restaurant Management
B.S., Slippery Rock University	Adjunct Instructor
M.Ed., Duquesne University	
Christopher Zombas	Hotel and Restaurant Management
A.S., University of Massachusetts	Adjunct Instructor
B.S., University of New Haven	



### **XIII. Academic Calendar**

#### **FALL SEMESTER 1988**

<b>September</b>	<b>6</b>	New Students arrive New Student Orientation begins
	<b>7</b>	New Freshman Orientation continues Returning Students arrive Returning Students Class Registration
	<b>8</b>	New Freshman Class Registration
	<b>9</b>	Fall Semester Classes begin
<b>November</b>	<b>3</b>	Honors Convocation
	<b>7</b>	Early Registration Period for the Spring Semester
	<b>18</b>	Thanksgiving Vacation begins after Last Class
	<b>27</b>	Students return to Campus
	<b>28</b>	Classes resume
<b>December</b>	<b>8</b>	Last Day for Early Registration for Spring Semester
	<b>15</b>	Fall Semester Classes end
	<b>16-17</b>	Final Examinations
	<b>19-20</b>	Final Examinations

#### **SPRING SEMESTER 1989**

<b>January</b>	<b>9</b>	All Students arrive
	<b>10</b>	All Students Class Registration
	<b>11</b>	Spring Semester Classes begin for all Students
<b>February</b>	<b>20</b>	Presidents' Day - No Classes
<b>March</b>	<b>3</b>	Honors Convocation
	<b>3-5</b>	Parents' Weekend
	<b>6</b>	Monday of Parents' Weekend - No Day Session Classes
	<b>7</b>	Classes resume
	<b>10</b>	Early Registration begins for Summer Sessions and the Fall Semester
	<b>17</b>	Spring Recess begins after Last Class
	<b>27</b>	All Students return
	<b>28</b>	Classes resume



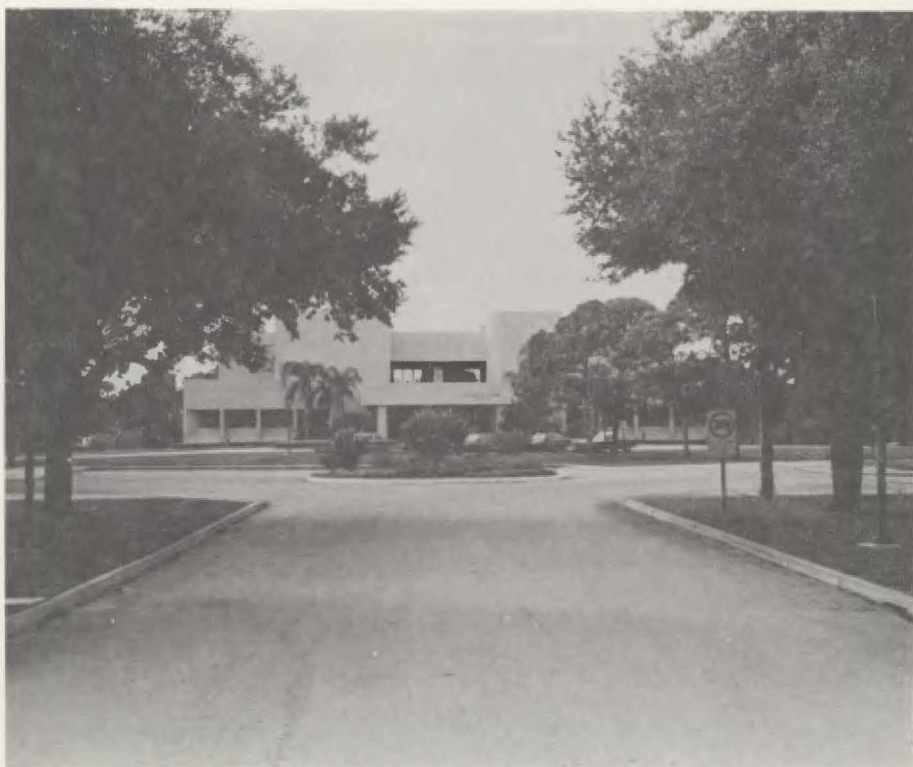
<b>April</b>	<b>8-9</b>	Alumni Weekend
	<b>27</b>	Classes end for the Spring Semester
	<b>28-29</b>	Final Examinations

<b>May</b>	<b>1-2</b>	Final Examinations
	<b>6</b>	Commencement

### **SUMMER SESSION 1989**

<b>May</b>	<b>8</b>	Registration for Summer Sessions A, B, and C Summer Sessions A and C Classes begin
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<b>June</b>	<b>2</b>	Summer Session A ends
	<b>5</b>	Summer Session B begins
	<b>30</b>	Summer Sessions B and C end



## FALL SEMESTER 1989

September	5	New Students arrive New Student Orientation begins
	6	New Freshman Orientation continues Returning Students arrive Returning Students Class Registration
	7	New Freshman Class Registration
	8	Fall Semester Classes begin
November	2	Honors Convocation
	6	Early Registration Period for the Spring Semester
	17	Thanksgiving Vacation begins after Last Class
	26	Students return to Campus
	27	Classes resume
December	7	Last Day for Early Registration for Spring Semester
	14	Fall Semester Classes end
	15-16	Final Examinations
	18-19	Final Examinations

## SPRING SEMESTER 1990

January	8	All Students arrive
	9	All Students Class Registration
	10	Spring Semester Classes begin for all Students
February	19	Presidents' Day - No Classes
March	2	Honors Convocation
	2-4	Parents' Weekend
	5	Monday of Parents' Weekend - No Day Session Classes
	6	Classes resume
	16	Spring Recess begins after Last Class
	26	Students return
	27	Classes resume
April	7-8	Alumni Weekend
	26	Classes end for the Spring Semester
	27-28	Final Examinations
	30	Final Examinations

- |            |          |                    |
|------------|----------|--------------------|
| <b>May</b> | <b>1</b> | Final Examinations |
|            | <b>5</b> | Commencement       |

### **SUMMER SEMESTER 1990**

- |             |           |   |
|-------------|-----------|---|
| <b>May</b>  | <b>7</b>  | Registration for Summer Sessions A, B, and C<br>Summer Sessions A and C Classes begin |
| <b>June</b> | <b>1</b>  | Summer Session A ends   |
|             | <b>4</b>  | Summer Session B begins   |
|             | <b>29</b> | Summer Sessions B and C end   |



## **XIV. GENERAL INFORMATION**

The College of Boca Raton is a private, four-year co-educational college, accredited as a Level II institution by the Southern Association of Colleges and Schools, and licensed by the Florida State Board of Independent Colleges and Universities.

The College of Boca Raton is committed to providing equal access to education and employment opportunity to all, regardless of sex, race, religion, age, national origin, or physical handicap. The College is committed to implementing federal and state laws, regulations, and policies governing equal access and equal opportunity.

This commitment to equal access and equal opportunity includes admissions, recruitment, financial assistance, access to course offerings, participation in extracurricular programs and activities, access to and use of facilities, counseling, advising and health services, athletics, and employment.

The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provision or requirement, including fees, contained in this bulletin at anytime with or without notice. The College further reserves the right to require a student to withdraw at any time under appropriate procedures. It also reserves the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered, and the student is not entitled to any credit for work which he may have done at the College. When the student is dismissed or suspended from the College for cause, there will be no refund of tuition and fees paid. If a dismissed student has only paid part of his tuition and fees, the balance due to the College will be considered a receivable and will be collected.

There will be no refund of tuition, fees, charges, or any other payments made to our College in the event the operation of the College is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reason beyond the control of the College.

Admission of a student to the College of Boca Raton for any academic years does not imply that such student will be re-enrolled in any succeeding academic year.

**NOTICE:** Credits and degrees earned from colleges within the State of Florida which are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the college granting the degrees, prior to approving teacher certification; and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations. Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301. Any student inter-

ested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

All students may obtain information on the College from the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32301.

## **Statement of Purpose**

The purpose of the College of Boca Raton is to promote the development of the intellectual, social, emotional, physical, and moral capabilities of its students. Capabilities differ, and therefore, there will be different goals and levels of achievement among students. The College of Boca Raton will have realized its purpose if each student learns to recognize and appreciate his potential and acquires the motivation, knowledge, and skills to live up to it.

In keeping with this purpose, the College believes in treating each student as an individual. It is small by design, with a faculty and administration committed to personal interaction with students and an environment conducive to personal growth and reflection.

The College offers associate degree programs in Liberal Arts and Business which are designed specifically to match freshman and sophomore requirements of any four-year college or university. Certain associate programs are also structured to give students the skills and knowledge to enter the job market after two years, but all two-year programs contain a rigorous core curriculum of credits suitable to a baccalaureate program.

The College of Boca Raton's baccalaureate programs are planned to meet the needs of a changing society: one which faces an increasing demand for skilled technologists, managers, generalists, and professionals in the field of human services. Situated in an area where high technology industries are concentrated, the College, by preparing its students in this field, can both help meet community needs and offer viable career education. Similarly, as human services, particularly in the area of gerontology, become a central concern in the culture, College of Boca Raton graduates will be well equipped to meet this concern. Other baccalaureate programs prepare students for careers in management and other areas of business, as well as for professional work or advanced study in the behavioral or political sciences. In addition to their sound career preparation, all students at the College receive a solid foundation of liberal arts courses, preparing them to live a quality life in the community as well as to work in it.

The College's unique master's degree program serves distinct community and area needs by affording an opportunity for the working professional in the rapidly expanding field of eldercare to achieve an advanced degree while continuing to work at their eldercare facility.

Community needs are recognized by the College, not only through its regular degree programs, but also through continuing education, by which the adult student can enroll in degree coursework, seminars, workshops,



and a variety of non-credit courses geared to the special needs and interests of local businessmen and residents.

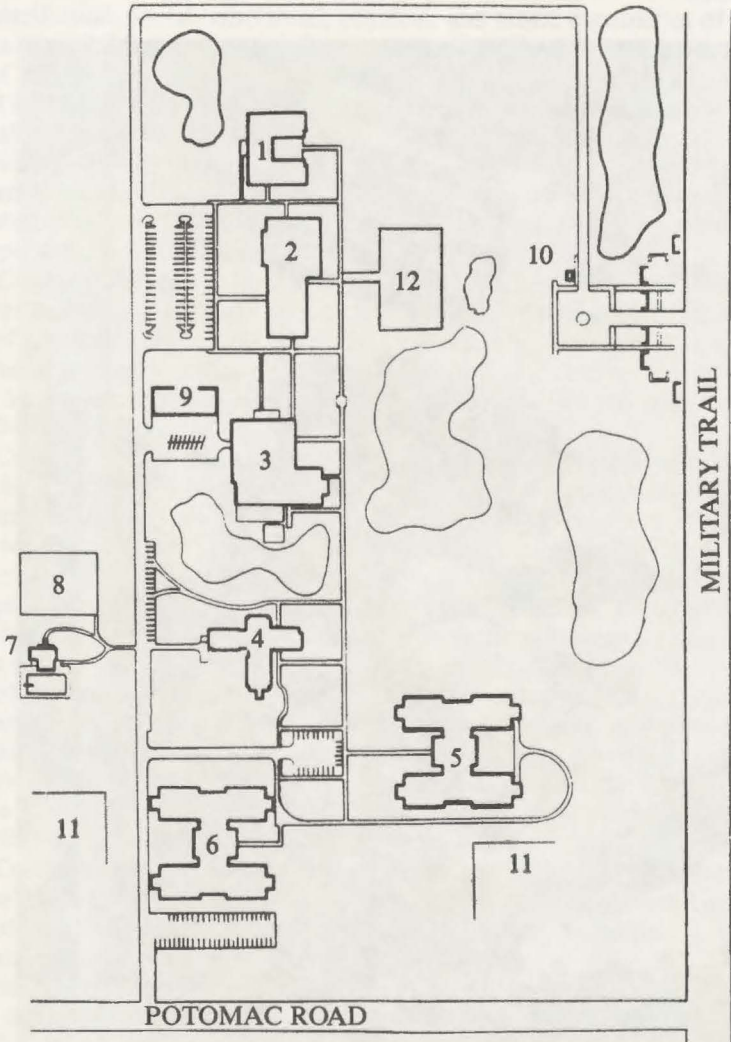
While the College will continue to attract the traditional college age student and remain primarily a residential college for such students, the institution has widened its population to include the working professional as well. However, whether the student be the recent high school graduate, or the working professional enhancing his/her career potential, or the non-degree seeking resident, our purpose remains essentially the same: to offer all students a total learning experience, both inside and outside the classroom. We will have fulfilled this purpose if students leave us, with confidence and competence, whether to continue their education or to enjoy a rewarding career for which they have been properly prepared.

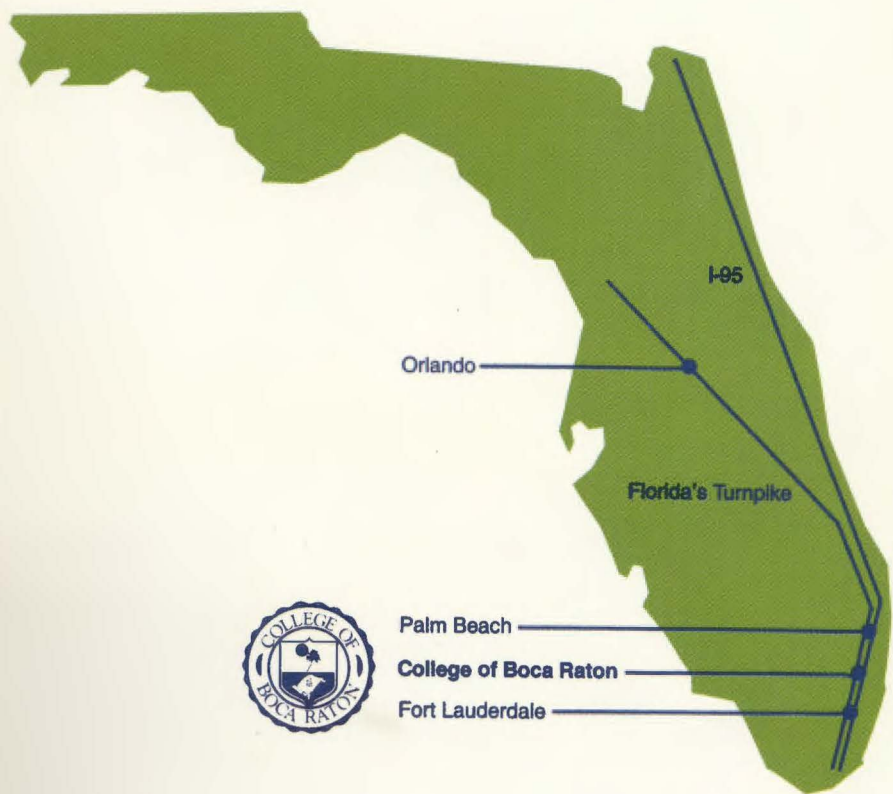




# XV. College of Boca Raton Campus

- |   |                            |
|---|----------------------------|
| 1. Academic Center                      | McCusker Sports Complex    |
| 2. Library                              | 7. Pool                    |
| 3. Lynn Student Center<br>(Collegetown) | 8. Tennis Courts           |
| 4. Trinity Hall                         | 9. Maintenance             |
| 5. Wixted Hall                          | 10. Campus Security        |
| 6. Patton Hall                          | 11. Athletic Fields        |
|   | 12. Schmidt College Centre |





Palm Beach

College of Boca Raton

Fort Lauderdale

College of Boca Raton  
3601 North Military Trail  
Boca Raton, Florida 33431  
407/994-0770